

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM
 EVENT ESTIMATES / INVOICES (NOT PAID)
 EVENT FLYER WITH ASI LOGO
 REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: [REDACTED]

CLUB/ORG: Chicanos for Community Medicine
 EVENT TITLE: Meeting with Dr. Russo
 DATE(S) OF EVENT: October 29th SEMESTER: FALL
 EVENT LOCATION: 5151 State University Dr, Student Un
 TOTAL ATTENDANCE: 10
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:
 This event is a meeting for all CCM members and also those interested in learning out MD/phD from Dr. Russos experience.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will enhance the Cal State LA experience, by providing students more insight on the different pathways they might take into the medical realm.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Strawberries 2 LB	7.00
	Pinapple	3.99
	Green Grapes	5.83
	Cream Cheese x 2	21.10
	Cofee	48.18

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
		0

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Candle	10.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 86.10
 TOTAL REQUESTED FROM ASI 86.10
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

CCM - Meeting with Dr. Russo

[APPROVED]

Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Chicanos For Community Medicine

Event Name

CCM - Meeting with Dr. Russo

Estimated Attendance

Please describe the estimated attendance of participants for this event.

27

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

Presence to all students.

About the event

Dr. Russo will be a guest speaker utilizing a PowerPoint presentation to explain her med school experience to members. Food will be provided at the beginning of the event.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

Start Date/Time

10/29/2024 - 10:30 AM

End Date/Time

10/29/2024 - 12:00 PM

Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

10:30 AM - 12:00 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

No

On Campus Locations

University-Student Union Building

Where will your in-person event/meeting take place?

On-Campus

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

U-SU Montebello Room

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:
<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

LECTURE/SPEAKER

MEETING

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Guest Speaker(s)

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

Will the event have security?

No

Please list the name(s) of your invited guest speaker(s).

Dr. Amelia Russo

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

Who will be providing the food?

Student Organization

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[16ff11b9-5d2a-405e-b3a5-78765c0305f2.pdf](#)

Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email asivpf@calstatela.edu by calling 323-343-4778.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

Will a movie/show be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events. Additional information about this policy can be found here in the student org handbook. <https://www.calstatela.edu/student-services/special-events-and-risk-assessment-planning-and-support>

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of

your event?

No

Options

Members Only Check-in

Members Only Check-in

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that my organization is sponsoring will follow all guidelines set forth by the university. I acknowledge that this event and any associated event space reservations may be subject to cancellation based on my organization's recognition status.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink, appearing to be 'Alexis', is written over a large, faint, light-colored watermark that resembles a stylized 'A' or a similar symbol.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Event Registration Procedures

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the [Student Organization Handbook](#).

In compliance with [University](#) guidelines, Cal State LA student organization events and meetings **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

VONS.

Store 2250 Dir Julissa Rodriguez
Main:(818) 831-8511 Rx:(818) 831-5059
16830 San Fernando Missio
GRANADA HILLS CA 91344



YOUR CASHIER TODAY WAS SELF

PRODUCE	Price	You Pay
505037211600 PINEAPPLE GOLD	3.99	3.99 S
5290104001 GREEN SOLSS GRAPES	7.78	5.83 S
WT 1.95 lb @ \$2.99 /lb		
Member Savings -1.95		
78035378403 STRAWBERRIES 1LB	3.99	3.50 S
Member Savings -0.49		
85487700701 STRAWBERRIES 1LB	3.99	3.50 S
Member Savings -0.49		
TAX		0.00
**** BALANCE		16.82

Credit Purchase 10/28/24 21:07
CARD # *****1664
REF: 230727416640 AUTH: 0002905R
PAYMENT AMOUNT 16.82
CASH BACK AMOUNT 0.00

AL DISCOVER
Discover 16.82
CHANGE 0.00

GameOn

Earn GameOn Plays when you shop participating items throughout the store. Look for the tags in store. Redeem for savings on your groceries or entries for a chance to win great prizes! Click to play

YOUR SAVINGS

Member Savings	2.93
Total	2.93
Total Savings Value	15%

YOUR POINTS

Points Earned Today 16
Points Available 408

TOTAL NUMBER OF ITEMS SOLD = 4
10/28/24 21:07 2250 93 241 8893

Thank you for shopping Vons!
For VONS FOR U questions call
877-276-9637 or Vons.com/foru

**

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Receipt



Coffee Traveler – \$22.00
Veranda Blend®

Short 8 fl oz
5 Calories



Coffee Traveler – \$22.00
Veranda Blend®

Short 8 fl oz
5 Calories



Subtotal..... \$44.00

Tax..... \$4.18

Total..... \$48.18

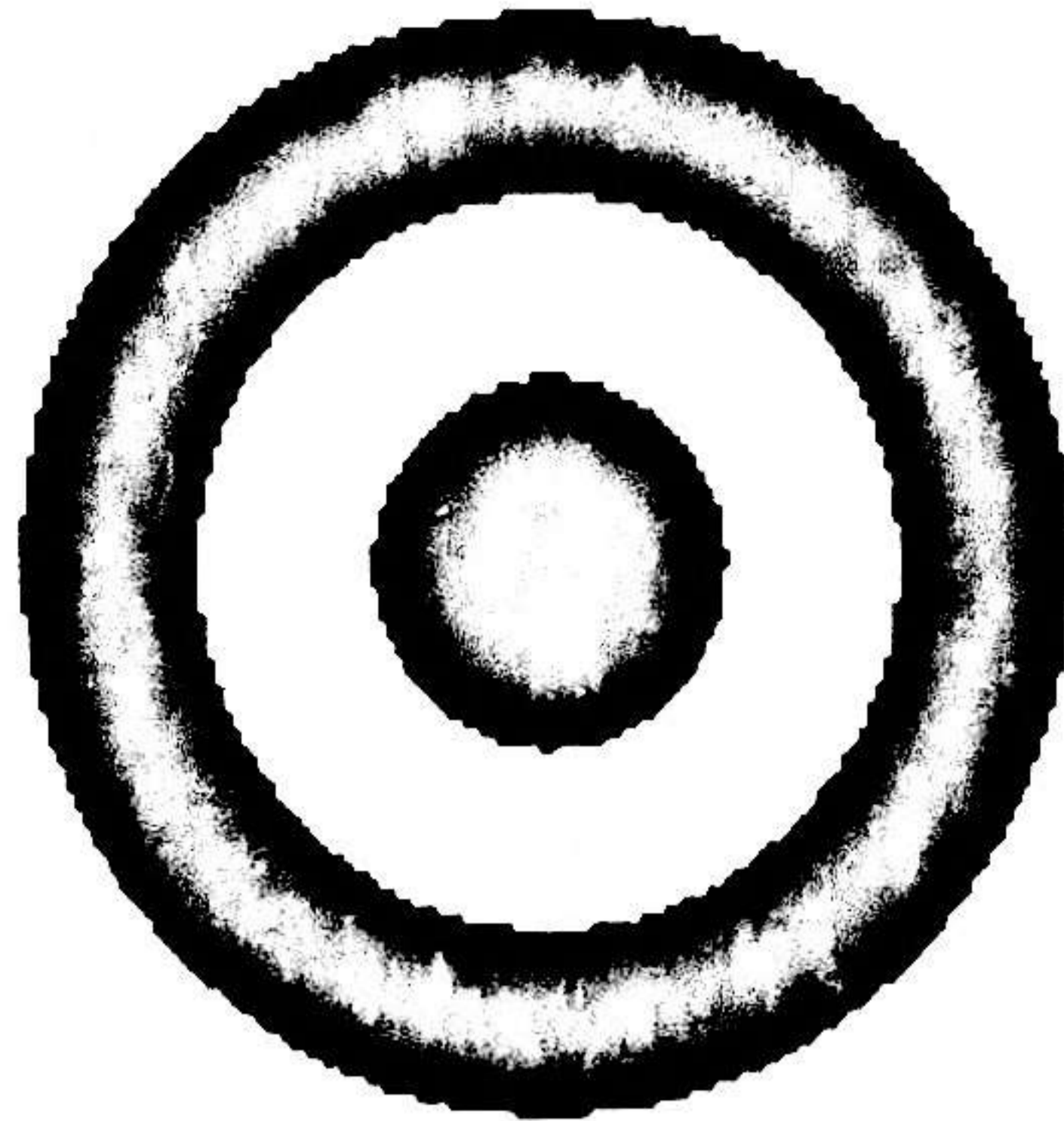
My Card (6797)

Auth code: 918059

Cal State Univ. LA Student Uni
5151 State University Drive
Los Angeles, CA 90032



To go



LA Burbank West - 747-241-5032
 1033 N Hollywood Way
 Burbank, California 91505-2540
 10/29/2024 08:48 AM



HOME
 054094112 2-Wick Lidde T \$10.00

	SUBTOTAL	\$10.00
T = CA TAX 10.25000 on \$10.00		\$1.03
	TOTAL	\$11.03
*1664 DISCOVER NETWORK CHARGE		\$11.03
AID: A00000015230100100000001		
	DISCOVER	
	AUTH CODE:	02983R

WHEN YOU RETURN ANY ITEM, YOUR
 RETURN CREDIT WILL NOT INCLUDE ANY
 PROMOTIONAL DISCOUNT OR COUPON
 APPLIED TO THE ORIGINAL ORDER.

SAVING WITH TARGET CIRCLE GOT EASIER!
 Open the Target App or visit
target.com/circle to see your savings
 and find more benefits!

NOTICE: Some furniture products can expose
 you to chemicals known to the State of
 California to cause cancer, birth defects or
 other reproductive harm. Please check on-
 product label for warning information

 REC#2-4303-3251-0160-0767-6

Help make your Target Run better.
 Take a 2 minute survey about today's trip

informtarget.com
 User ID: 7569 6674 9983
 Password: 992 324

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

7:52



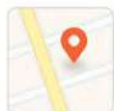
Your Order

ORDER TYPE

Pickup

Today at 8:30am PDT

STORE LOCATION



Burbank

513 N. Hollywood Way
Burbank, California 91505

[GET DIRECTIONS](#)

Large Cream Cheese (1) \$10.55

Large Cream Cheese (1) \$10.55

Sub-Total: \$21.10

Order Total: \$21.10

PAYMENT

[START NEW ORDER](#)

MEETING WITH DR. RUSSO



WHEN?

TUESDAY, OCTOBER 29

10:45 AM- 12:00 PM



Food and Drinks will be Provided!!

WHERE?

MONTEBELLO ROOM AT U-SU

Join us as Dr. Russo shares her rich research experience and life as an M.D/PH.D holder and faculty member at Cal State L.A.

CONTACT US FOR ADDITIONAL INFORMATION



ccmeagles@gmail.com



[ccm_eagles_2024](https://www.instagram.com/ccm_eagles_2024)

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