FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST					
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 E	STIMATES / INVOICES (NOT PAID))	EVENT	FLYER WITH ASTLUGO	REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT
PA	RT 2 - CONTAC	T &	ORGA	ANIZATION	
OFFICER NAME:		CL	UB/ORG:	Delta Sigma Theta So	rority, Inc.
OFFICER TITLE		EVI	ENT TITLE:	Farwest 2024 Lead	ership Ketreat
ADDRESS:		DA	TE(S) OF E	VENT: 10/18-10/20/20	24 SEMESTER: FALL
CITY: STATE:	ZIP:	EVI	ENT LOCAT	ION: Henderson, NV	
PHONE: EMAIL:		то	TAL ATTEN	DANCE: 5,000	
SIGNATURE:		EXI	PECTED CA	L STATE LA STUDENTS ATTEN	IDANCE: 3
	PART 3 - EVEN	IT I	DESCR	IPTION	
BRIEFLY DESCRIBE THE EVENT: The Leadership Retreat will be include Chapter Presidents from both alumnae and collegiate chapte giving them an opportunity to elevate their skills in leadership. HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? Attending the leadership will help us develop our leadership skills & provide us with opportunities to network with other chapters & their members & ta about how they navigate their leadership roles all us to take new & creative ways back to campus				with opportunities to their members & tal r leadership roles allo	
	PART 4 - COS	TE	BREAK	DOWN	
DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPT	ION:	AMOUNT:
DESCRIPTION:	AMOUNT:		DESCRIPT	ION:	AMOUNT:
6			_	tor 3 people	\$1,128.00
N I		E		for 3 people	\$1,616.00
Registration for 3 people \$450.00					
PART 5 - EVENT SUMMARY					
TOTAL COST OF THE EVENT \$3,194.00					USE ONLY
TOTAL REQUESTED FROM ASI \$3,194			STAFF INITIALS		
AMOUNT FROM OTHER SOURCES		TIME STAMP:			
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:					





~			
Event Update			
Farwest Betreat			

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.

Pending Approval

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?

Delta Sigma Theta Epsilon Zeta Chapter

Event Name

Farwest Retreat

Estimated Attendance

Please describe the estimated attendance of participants for this event.

3

About the event

What is this event about and what activities can you expect to experience there?

This is a leadership training to get us ready for the year and be on the same page across the region.

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

10/18/2024 - 12:00 AM

End Date/Time

10/21/2024 - 12:00 AM

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?

Yes

How can participants RSVP for this event?

By invitation only

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

Off-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.

Vegas

Contact Email

Provide the officer's email address.

Organization Advisor Email

Provide the advisor's Cal State LA email address.

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.

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?

Closed to Guest List

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

CONFERENCE

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 Category

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

Planned Activities

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

Will the event have security?

No

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.

Off Campus Event

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)

Yes

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 organization.

No

Domestic Travel Guidelines

- 1. Student organizations must submit an Event Registration Form at least 10 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
 - 1. Each Cal State LA student who will participate in this student organization trip must review, complete, and sign the Individual General Release Form and Emergency Contact Form (both forms are located in one file)
 - Your organization should complete the general waiver and emergency form process first before completing/submitting the Event Registration form.
 - 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the Student Organization Handbook.

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

13be07c8-d562-4232-9eaa-6535b1446c89.pdf

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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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

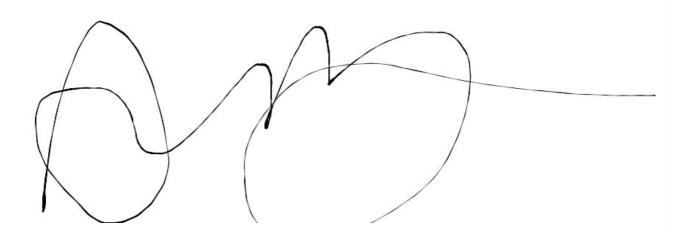
Options

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



Scroll up to submit this form.

Event Guidelines & Resources

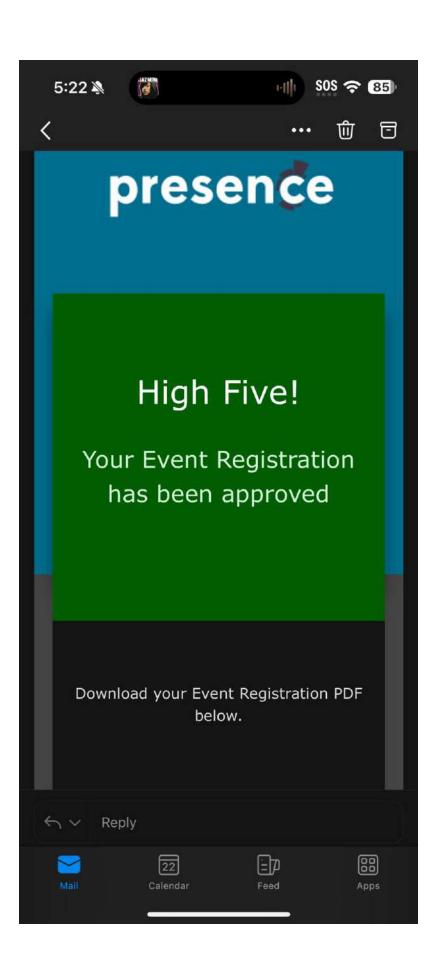
Student Organization Event Guidellines

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 <u>can be held in virtual, in-person, or</u> <u>hybrid modes</u>. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- · Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- · Workshops, trainings, and speaker events
- · Conferences, conventions, and retreats



FINAL TRAVEL COSTS BREAKDOWN

Registration FeeFlightHotel	\$ 158.90 \$ 211.96 \$ 770.55	Registration FedFlightShared Hotel w	\$158.90 \$161.96 \$0.00	Registration FeFlightHotel	\$158.90 \$181.96 \$525.10
Total Costs:	\$ 1141.41	Total Costs:	\$320.86	Total Costs:	\$865.96
GRAND TOTAL-	\$1141.41	+ \$320.	86 +	\$865.96 = \$23	328.23



Order Confirmation

Event: 2024 Farwest Region Leadership Retreat

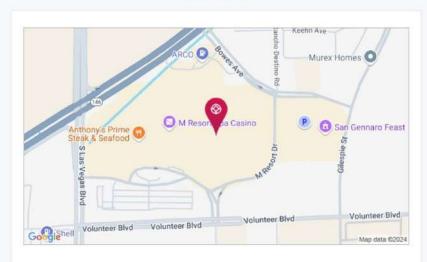
Order ID: b5e8d053cb7db47d481fb6f8703e0573e94e907a

Purchaser

Purchased On: September 23, 2024

Ticket Type	Quantity	Price
Collegiate Members	1	\$158.90
Subtotal	ī	\$158.90
Product	Quantity	Price
Farwest Regional Conference Social Action Luncheon Pin	1	\$13.93
Subtotal	1	\$13.93
Total	2	\$172.83

About This Event



2024 Farwest Region Leadership Retreat

Location: M Resort Spa and Casino
Address: 12300 Las Vegas Boulevard South, Henderson, NV, USA

Starts: October 18, 2024 2:00 PM Ends: October 20, 2024 11:00 PM Pacific Time (US & Canada)

type /	commination	Della Sigilia Tileta	Della Sigilia	
number	2ZGG3P6P3	Far West Regional	Theta	
LXVQQ/		Retreat 2024	Sorority -	
8103			STAT24	

FOLIO 1

DATE DESCRIPTION		AMOUNT
Oct 18 2024	Resort Fee	\$26.31
Oct 18 2024	Occupancy Tax	\$3.68
Oct 18 2024	Nightly Room Charge	\$209.00
Oct 18 2024	Occupancy Tax	\$29.26
Oct 19 2024	Resort Fee	\$26.31
Oct 19 2024	Occupancy Tax	\$3.68
Oct 19 2024	Nightly Room Charge	\$199.00
Oct 19 2024	Occupancy Tax	\$27.86
Oct 20 2024	Mastercard 4706	-\$525.10

Charges: \$460.62

Taxes: \$64.48

Total: \$525.10

Payments: -\$525.10

Balance: **\$0.00**

Thank you for choosing M Resort Spa Casino. We appreciate your visit and look forward to welcoming you again.

Emailed on 2024-10-24 by mrlv_jbasa

M Resort Folio



12300 Las Vegas Boulevard South Henderson, NV 89044 702-797-1000

no-

reply@pngaming.com

Guest	Arrival Date Oct 18 2024	Departure Date Oct 20 2024	Guests on reservation Adults: 1 Children: 0
			oringen. u
Poom	Pasanyation	Group	Company

Room	Reservation	Group	Company
type /	confirmation	Delta Sigma Theta	Delta Sigma
number	2ZGG3P6P3	Far West Regional	Theta
LXVQQ/		Retreat 2024	Sorority -
8103			STAT24

FOLIO 1

DATE	DESCRIPTION	AMOUNT
Oct 18 2024	Resort Fee	\$26.31
Oct 18 2024	Occupancy Tax	\$3.68
Oct 18 2024	Nightly Boom Charge	\$209.00

FOLIO 1

DATE DESCRIPTION		AMOUNT
Oct 17 2024	Resort Fee	\$26.31
Oct 17 2024	Occupancy Tax	\$3.68
Oct 17 2024	Nightly Room Charge	\$199.00
Oct 17 2024	Occupancy Tax	\$27.86
Oct 18 2024	Resort Fee	\$26.31
Oct 18 2024	Occupancy Tax	\$3.68
Oct 18 2024	Nightly Room Charge	\$199.00
Oct 18 2024	Occupancy Tax	\$27.86
Oct 19 2024	Resort Fee	\$26.31
Oct 19 2024	Occupancy Tax	\$3.68
Oct 19 2024	Nightly Room Charge	\$199.00
Oct 19 2024	Occupancy Tax	\$27.86
Oct 20 2024	Discover 1185	-\$770.55
-		

Charges: \$675.93

Taxes: \$94.62

Total: \$770.55

Payments: -\$770.55

Balance: \$0.00

Thank you for choosing M Resort Spa Casino. We appreciate your visit and look forward to welcoming you again.

Emailed on 2024-10-26 by mrlv_ggergetz

MRLV M RES FRONT DESK

\$770.55

Merchant Contact Information



12300 LAS VEGAS BLVD S, NV 89044



(877) 673 - 7678

Additional Information

Transaction Date Sun 10/20/24

Posted Date Sun 10/20/24

Purchase Method RADIO FREQUENCY

IDENTIFICATION

Purchased By

Category HOTELS, MOTELS,

RESORTS

Cash Back Earned \$7.71

@ Tag Transaction

Privacy & Terms | Provide Feedback



Member

⊚2024 Discover Bank, Member FDIC



We've received your payment. You can keep this receipt for your records. For questions, contact us anytime via cs@ticketbud.com.

Event	2024 Farwest Region Leadership Retreat
Date	2024-10-01 13:08:36 +0000 UTC
Amount charged	\$158.90
Transaction ID	ch_3Q55nFEh5UmARxzV1udxATAi

Thank you.



Ideabud, LLC 3300 N Interstate 35 Austin, Texas 78705

cs@ticketbud.com https://ticketbud.com/contact

United States

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Las Vegas

Your itinerary

Flight 1: Thursday, 10/17/2024 Est. Travel Time: 1h 10m Wanna Get Away®

DEPARTS ARRIVES

Flight 2: Sunday, 10/20/2024 Est. Travel Time: 1h 10m Wanna Get Away®

DEPARTS ARRIVES

Las Vegas Los Angeles

Payment information

Los Angeles

Total cost Payment

U.S. 9/11 Security Fee U.S. Flight Segment Tax	\$ S	11.20	October 2, 2024		
U.S. Passenger Facility Chg EarlyBird	\$	9.00	Payment Amount Univ Air Travel ending in 9944	\$15.00	

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262566463877

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 6X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). Learn more.



Make sure you know when to arrive at your airport. Times vary by city.



Invitees

Unknown Organizer Latovia Nettles



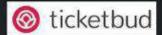
Ticketbud Orders Sep 30

to me ...









Order Confirmation

Event: 2024 Farwest Region Leadership Retreat

Order ID: 0a58ec9fbfbfc1c1289e166f28ca12b7138c8722

Purchaser:

Purchased On: October 1, 2024

f	\$156.90	
i	\$158.90	
Quantity	Price	
Ť	\$17.09	
Ť	\$17.09	
2	\$175.99	
	1 Quantity 1	1 \$158.90 Quantity Price 1 \$17.09

About This Event



Manage Flight | Flight Status | My Account

▲ Travel notice

REAL ID Requirement: Do you have a REAL ID? Beginning May 7, 2025, you will need a state-issued REAL ID compliant license or identification card, or another acceptable form of ID (such as a U.S. Passport), to fly within the United States. Visit www.lsa.gov for a list of acceptable forms of ID and additional information regarding REAL ID requirement.



Hi Latovia,

We're looking forward to flying together! It can't come soon enough. Below you'll find your itinerary, important travel information, and trip receipt. See you onboard soon!

OCTOBER 17 - OCTOBER 20



Los Angeles to Las Vegas

Confirmation # 46YKHH

PASSENGER

RAPID REWARDS # <u>Join or Log in</u> TICKET # 5262567592203

EST. POINTS EARNED 737

Confirmation date: 10/03/2024

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Your itinerary

Flight 1: Thursday, 10/17/2024 Est. Travel Time: 1h 10m Wanna Get Away®

FLIGHT # 0649 LAX 09:40PM

Los Angeles

ARRIVES

LAS 10:50PM

Las Vegas

Flight 2: Sunday, 10/20/2024 Est. Travel Time: 1h 10m Wanna Get Away®

FLIGHT # 4169 LAS 05:40AM Las Vegas



Payment information

Total cost

 Air - 46YKHH

 Base Fare
 \$ 122.57

 U.S. Transportation Tax
 \$ 9,19

 U.S. 9/11 Security Fee
 \$ 11.20

 U.S. Flight Segment Tax
 \$ 10.00

 U.S. Passenger Facility Chg
 \$ 9.00

 Total
 \$ 161.96

Payment

October 3, 2024

Payment Amount

Mastercard ending in 0513

\$161.96

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number : 5262567592203

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 6X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). Learn more.



Make sure you know when to arrive at your airport. Times vary by city.

If your plans change, cancel your reservation at least 10 minutes before the original scheduled departure time of your flight to receive a flight credit. If you don't cancel your reservation in time, your funds will be for

Rapid Rewards® points are only estimations. Cash + Points bookings will not earn Rapid Rewards points, tier qualifying points for A-List or A-List preferred status or Companion Pass qualifying points.

Your itinerary

Flight 1: Thursday, 10/17/2024 Est. Travel Time: 1h 10m Wanna Get Away®

FLIGHT DEPARTS

3192 LAX 03:25PM

Los Angeles

ARRIVES

> LAS 04:35PM

Las Vegas

Flight 2: Sunday, 10/20/2024 Est. Travel Time: 1h 10m Wanna Get Away®

DEPARTS

FLIGHT # 4169

LAS 05:40AM

Las Vegas

ARRIVES

- LAX 06:50AM

Los Angeles

Payment information

Total cost	Payment
10001 0030	1.5631115115

Total	17.140	211.96
EarlyBird	\$	30.00
U.S. Passenger Facility Chg	\$	9.00
U.S. Flight Segment Tax	\$	10.00
U.S. 9/11 Security Fee	\$	11.20
U.S. Transportation Tax	\$	10.59
Base Fare	\$	141.17
Air - 3UF3GL		

October 2, 2024 Payment Amount Univ Air Travel ending in 9944	\$181.96
October 2, 2024 Payment Amount Univ Air Travel ending in 9944	\$15.00
October 2, 2024 Payment Amount Univ Air Travel ending in 9944	\$15.00

Fare rules: If you decide to make a change to your current itinerary it may result in a fare increase.

Your ticket number: 5262566463877

All your perks, all in one place. (Plus a few reminders.)



Wanna Get Away® fare: Your two bags fly free®, no change or cancel fees, 6X Rapid Rewards® points, and free same-day standby (taxes and fees may apply but refunds will be provided). Learn more.



Make sure you know when to arrive at your airport. Times vary by city.



<

Transaction Details

Log Out

SOUTHWES

\$211.96

Merchant Contact Information



2702 LOVE FIELD DR, TX 75235

Additional Information

Transaction Date

Wed 10/02/24

Posted Date

Pending

Pending transactions are charges that temporarily display on your account while being processed, and can also represent placeholder amounts - sometimes as low as \$1.00.

- You may see a different amount or description between pending and posted transactions, especially with gas station transactions.
- Transactions will appear in your "Posted Activity" once they have finished processing.
- Pending transactions generally post within 3 days; however, please allow up to 10 calendar days.

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