

# 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:  
 EVENT TITLE:  
 DATE(S) OF EVENT: SEMESTER:  
 EVENT LOCATION:  
 TOTAL ATTENDANCE:  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

## PART 3 - EVENT DESCRIPTION

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

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

## PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS		
MARKETING			OTHER		

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT  
 TOTAL REQUESTED FROM ASI  
 AMOUNT FROM OTHER SOURCES  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:  
 [REDACTED]



## Event Registration

### Garba Night!

Submitted By: Malia Otuhiva, motuhiv@calstatela.edu on 9/10/2024 10:20:13 AM

## Event Information

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

Student Life Department

### Host Organization Name

What Organization/Department is hosting the event?

Cross Cultural Centers

### Event Name

Garba Night!

### About the event

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

Join the Indian Student Association and the Asian & Pacific Islander Student Resource Center as we celebrate Navratri, a Hindu festival dedicated to the goddess Durga, through Garba Night! Come experience learn about this celebration through the traditional Garba dancing, music, engaging activities, a raffle, and free food.

## 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

10/11/2024 - 7:30 PM

### End Date/Time

10/11/2024 - 9:30 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 Plaza/Walkway

### **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 Plaza

## **Department Event Contact Information**

### **Contact Person**

Malia Otuhiva

### **Event Contact Phone Number**

3233435249

### **Email**

motuhiv@calstatela.edu

### **Will this event require the University's General Release Waiver?**

No

### **Will this event require the University-Student Union General Release Waiver?**

(Only for U-SU Departments)

No

## Will this require the U-SU Visual Waiver?

(Only for U-SU Departments)

No

## 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?

Yes

## What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

Indian Student Association. They are an on-campus student organization. They are helping me plan, outreach, and execute this event.

## Who initiated the conversation on collaborating on the event?

Indian Student Association

## How will your club be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

They will be facilitating some portions of the event and assisting with check-in.

## Tags

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

FREE FOOD

FREE PRIZES/ GIVEAWAYS

SOCIAL

SPIRITUAL

## 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.



## 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

## Garba Night Expenses

1. RW Prints Banner: \$114.75
2. DJ Dharam: \$700
3. Costco Water: \$25.98
4. Costco Flowers: \$28.64
5. BAPS Shayona: \$756.00
6. Speaker: \$300
7. Amazon total: \$196.59 (with taxes)
  - Tax: \$17.05
  - 6 pc Set Big Golden Matki Decorated Clay Diya Wax Filled Dia for Diwali Puja Pooja Handmade: \$20.99
  - 1 Marigold Garland Flowers: \$38.99
  - 1 Hashcart Brass Akhand Pooja Diya for Diwali: \$ 31.99
  - 1 Traditional Wedding Backdrop: \$14.59
  - 1 Navdurga Maa photo frame: \$34.99
  - 1 Outdoor String Lights: \$37.99

# INVOICE

DJ Dharam

267-218-6869

[Djdharamofficial@gmail.com](mailto:Djdharamofficial@gmail.com)

Date:10/11/2024

BALANCE DUE

\$ 700

Bill To	California State University		
Phone	[REDACTED]		
Email	[REDACTED]		
Description	RATE	QTY	AMOUNT
DJ Dharam Services	\$700	1	\$700
Total			\$700
Paid			\$ 0
Balance			\$ 700



# INVOICE

Rw Prints  
1307 Post Ave  
Torrance, CA 90501

info@rwprints.com  
+1 (310) 683-2642  
www.rwprints.com

# RWPRINTS

Bill to

Ship to

### Invoice details

Invoice no.: 11853353  
Terms: Net 30  
Invoice date: 10/07/2024  
Due date: 11/06/2024

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Custom Order	Custom Order Garba Night 120X40 Outdoor banner	1	\$104.32	\$104.32

Subtotal \$104.32

Sales tax \$10.43

**Total \$114.75**

### Ways to pay



Thank you!

[View and pay](#)





Torrance #1202  
 2640 Lomita Blvd  
 Torrance, CA 90505  
 3108911020

**SELF-CHECKOUT**

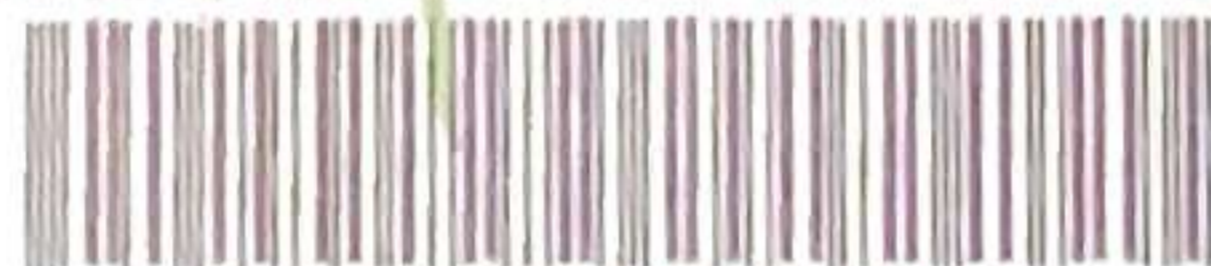
Z7 Member 111950064652  
 E 906165 KS WATER 8OZ 8.99  
 E 6300000000 CA REDEMP VA 4.00  
 E 906165 KS WATER 8OZ 8.99  
 E 6300000000 CA REDEMP VA 4.00  
 SUBTOTAL 25.98  
 TAX 0.00  
 \*\*\* TOTAL **25.98**

XXXXXXXXXXXX3568 CHIP Read  
 AID: A0000000031010  
 Seq# 201563 App#: 56144C  
 Costco Visa Resp: APPROVED  
 Tran ID#: 428500201563....

APPROVED - Purchase  
 AMOUNT: \$25.98  
 10/11/2024 15:35 1202 201 174 701

Costco Visa 25.98  
 CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD - 2  
 10/11/2024 15:35 1202 201 174 701



21120220101742410111535

OP#: 701 Name: SCO  
 Thank You!  
 Please Come Again

Whse:1202 Trn:201 Trn:174 OP:701

**Items Sold: 2**  
**27 10/11/2024 15:35**



Hawthorne #671  
 14501 Hindry Ave  
 Hawthorne, CA 90250  
 (310) 727-0403

**SELF-CHECKOUT**

JK Member 111861579580  
 970125 DELUXE BUNCH 9.99  
 283169 FRESH ROSES 18.99  
 0000338357 /238169 3.00-1  
 SUBTOTAL 25.98  
 TAX 2.66  
 \*\*\* TOTAL **28.64**

XXXXXXXXXXXX6416 CHIP Read  
 AID: A0000000031010  
 Seq# 203129 App#: 05606C  
 Visa Resp: APPROVED  
 Tran ID#: 428400203129....

APPROVED - Purchase  
 AMOUNT: \$28.64  
 10/10/2024 14:14 671 203 130 703

Visa 28.64  
 CHANGE 0.00

A 10.25% Tax 2.66  
 TOTAL TAX 2.66  
 TOTAL NUMBER OF ITEMS SOLD - 2  
 INSTANT SAVINGS \$ 3.00  
 10/10/2024 14:14 671 203 130 703



21067120301302410101414

OP#: 703 Name: SCO  
 Thank You!  
 Please Come Again

Whse:671 Trn:203 Trn:130 OP:703

**Items Sold: 2**  
**UK 10/10/2024 14:14**



Details for Order #112-2870691-3068201

Print this page for your records.

Order Placed: September 25, 2024

Amazon.com order number: 112-2870691-3068201

Order Total: \$95.89

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Not Yet Shipped

Items Ordered

1 of: Aperturee Macrame Indian Traditional Wedding Backdrop 7x5ft Orange Flower Marigold Hindu Marriage Curtain Photography Background Party Decoration Bridal Shower Ceremony Decor Photo Booth Studio Props Price \$14.59

Sold by: Backdropro ([seller profile](#)) | Product question? [Ask Seller](#)

Supplied by: Other

Condition: New



Shipping Speed:

FREE Prime Delivery

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Shipping now

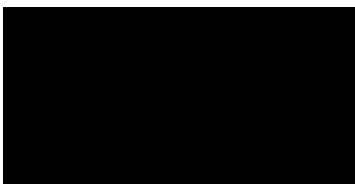
Items Ordered

1 of: Generic Navdurga maa photo frame vaishno devi Amba Ambaji Ambika Sheravali Maa Ambe With 9 Forms of Durga Nav Durga frame for wall hanging home decor 16' X 12' red, AIWP - 112 Price \$34.99

Sold by: ARTH IMPEX ([seller profile](#))

Supplied by: Other

Condition: New



Shipping Speed:

FREE Prime Delivery

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Shipping now

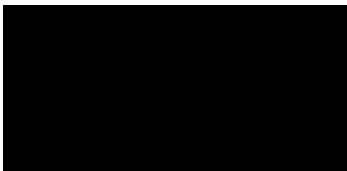
Items Ordered

1 of: GPATIO 150FT Outdoor String Lights, Waterproof Patio Lights with 77 Dimmable Hanging Lights Globe G40 Bulbs, 2700k Shatterproof Connectable for Backyard Gazebo Porch Outside Decor Price \$37.99

Sold by: GPATIO-US ([seller profile](#))

Supplied by: Other

Condition: New



United States

**Shipping Speed:**  
FREE Prime Delivery

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**Payment information**

Item(s) Subtotal:	\$87.57
Shipping & Handling:	\$0.00
	—
Total before tax:	\$87.57
Estimated tax to be collected:	\$8.32
	—
<b>Grand Total:</b>	<b>\$95.89</b>

To view the status of your order, return to [Order Summary](#).

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English

United States

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# Receipt



Payment Number: SLAARR1122857  
Received From: CSULA STUDENT  
Address: [REDACTED]

BAPS Shayona - Los Angeles  
909-614-5000  
15100 Fairfield Ranch Rd  
Chino Hills CA 91709-8856  
United States

Receipt Date: 10-08-2024  
Received Amount (\$): 756.00  
Payment Method: Check

Justification	Amount
Others	1.75
Invoice SLACATI2159 10-08-2024	754.25
<b>TOTAL (\$):</b>	<b>756.00</b>

# DJ Dharam

Business Number 2672186869

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DJdharamofficial@gmail.com

INVOICE

INV11013

DATE

Oct 11, 2024

DUE

On Receipt

BALANCE DUE

USD \$300.00

## BILL TO

CSULA(California state universtiy los angeles)

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DESCRIPTION	RATE	QTY	AMOUNT
Speakers,Disc Lights 3.5 hours use	\$150.00	2	\$300.00

TOTAL \$300.00

BALANCE DUE USD \$300.00



DATE SIGNED

Oct 15, 2024

**Final Details for Order #112-6398290-2176245**

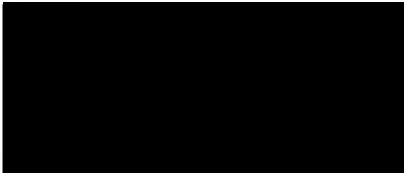
[Print this page for your records.](#)

**Order Placed:** October 3, 2024  
**Amazon.com order number:** 112-6398290-2176245  
**Order Total:** \$100.70

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**Shipped on October 5, 2024**

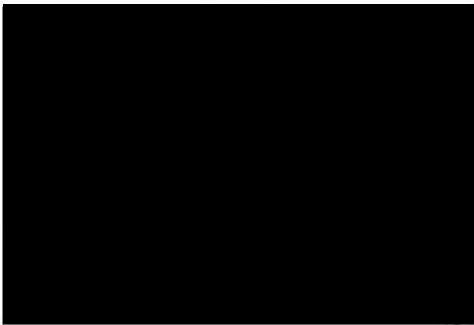
Items Ordered	Price
1 of: <i>4our Faith 6 Pc Set Big Golden Matki Decorated Clay Diya Wax Filled Dia for Diwali Puja Pooja Handmade   Terracotta Earthen Diya Handpainted   Vilakku Oil Lamp   Natural Mitti Diya   Indian Gift Item</i> Sold by: FOUR FAITH (seller profile) Supplied by: FOUR FAITH (seller profile)  Condition: New	\$20.99
1 of: <i>Lyrow Marigold Garland for Decoration 5 ft Long Strands Faux Marigold Flowers Faux Flower Garland Decorations Indian Wedding Flower Garland for Pooja Diwali Christmas Events(Yellow, 10 Pack)</i> Sold by: Yinenusi (seller profile) Supplied by: Other  Condition: New	\$38.99
1 of: <i>Hashcart Brass Akhand Pooja Diya for Diwali - Akhand Jyot Diwali Dia - Puja Kutthu Vilakku Deepam Kodyu Dewali Decoration Tea Light Holder - Crystal Oil Lamp -</i> Sold by: Hour Loop (seller profile) Supplied by: Hour Loop (seller profile)  Condition: New	\$31.99



**Shipping Speed:**  
Delivery in fewer trips to your address

---

**Payment information**



Item(s) Subtotal:	\$91.97
Shipping & Handling:	\$0.00
	-----
Total before tax:	\$91.97
Estimated tax to be collected:	\$8.73
	-----
<b>Grand Total:</b>	<b>\$100.70</b>

Discover ending in 7496: October 5, 2024: \$100.70

View the status of your order, return to Order Summary.

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[Back to top](#)





## Temporary Food Permit Request Application (Department and Other Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

**Note:** This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

**Event Information:**     Department     Other Organization

Name of Department/Other Organization: Cross Cultural Centers (Asian Pacific Islander Student Resource Center)

Event Name/Title: Garba Night!

Event Location: U-SU Plaza

Event Start Date: 10/11/2024    Event End Date: 10/11/2024    Hours of Operation: 7:30pm - 9:30pm

Contact Name: Malia Otuhiva    Email: motuhiv@calstatela.edu    Phone: 323-343-5249

**Food Handler(s) Information:**     **Attach Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

**Note:** At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: Christopher Jackson    Email: cjacks38@calstatela.edu

Name of Certified Food Handler: Mario Pizarro Rojas    Email: mpizarr5@calstatela.edu

**Food Type/Source Information:**     Snack Sale     Food Sale     Catering     Other: Pre-packaged drinks

List exact food/beverage(s) that will be sold/served, including ingredients: Water, Samosas (all-purpose flour, oil, water, potatoes, green peas, onions, green chilies, ginger), Laddu (flour, butter, sugar)

Will alcohol be served/sold?     Yes     No    **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures?    Food will be delivered day of and served immediately; Drinks will be stored and served on ice.

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*For more locations, add them on a page as and attach it.*



### Catering/Vendor Information:

If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

Malia Otuhiva	<u>Malia Otuhiva</u> <small>Malia Otuhiva (Sep 10, 2024 08:36 PDT)</small>	09/10/2024
1. Name of Department/Organization Requestor	Signature	DATE
danielkeenan	<u>danielkeenan</u> <small>danielkeenan (Sep 10, 2024 09:17 PDT)</small>	09/10/2024
2. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Sep 10, 2024 15:54 PDT)</small>	09/10/2024
3. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE



Jay Ambe

INDIAN STUDENTS ASSOCIATION

Presents

# Garba Night



OCTOBER 11  
6:30-9:30

@ STUDENT UNION



Asian  
Pacific  
Islander  
Student Resource Center

**ASI** ASSOCIATED STUDENTS, INC.  
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT  
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

