

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]	CLUB/ORG: Kalahi Filipino American Student Organization
OFFICER TITLE: [REDACTED]	EVENT TITLE: Friendship Games
ADDRESS: [REDACTED]	DATE(S) OF EVENT: October 19, 2024 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: CSU, Fullerton
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 5000
SIGNATURE: [REDACTED]	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 59

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Largest student-led events in the nation, held at Cal State University, Fullerton. Unites all the Pilipino-American student organizations throughout the west coast. We participate in picnic games, performances, and celebrating SPUF: spirit, pride, unity, and friendship.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event emphasizes building camaraderie, fostering friendships, and promoting diversity and inclusion among students. It offers Filipino students a chance to celebrate their culture, build meaningful connections, and grow personally and professionally in a welcoming and inclusive setting.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Food	55.96		
Water	17.97		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
T-Shirts	\$489.65	FG Registration Fee	\$1550
Printing (on shirts)	\$826.88		
Props (paint)	\$97.20		
Props (bandanas)	\$90.86		
Cardboard	\$25.31		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	3,153.83	OFFICE USE ONLY
TOTAL REQUESTED FROM ASI	3,000	
AMOUNT FROM OTHER SOURCES		
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		STAFF INITIALS
		TIME STAMP:



Event Registration
Friendship Games

[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?

Kalahi Filipino American Student Organization

Event Name

Friendship Games

Estimated Attendance

Please describe the estimated attendance of participants for this event.

50

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If the event involves an off-campus, high profile guest and/or speaker

About the event

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

Friendship Games is one of the largest student-led events in the nation, held at California State University, Fullerton. What began in 1986 to unite the Pilipinx-American community is now attended by over 4,000 - 6,000 college students from over 40 Pilipinx-American organizations. Each organization represents its University throughout the west coast by participating in competitive picnic games, performances, and celebrating SPUF: Spirit, Pride, Unity, and Friendship. The event emphasizes building camaraderie, fostering friendships, and promoting diversity and inclusion among students. The event offers Filipino students a chance to celebrate their culture, build meaningful connections, and grow personally and professionally in a welcoming and inclusive setting.

This event will be located at California State University, Fullerton's Intramural Field. There will be campus security, athletic trainers, and medical staff present on the Intramural Field. Advisors/chaperones will also be present alongside Kalahi throughout the event.

The following link is the registration packet that California State University, Fullerton provides:

https://ygc.production.linktr.ee/88df0c3d-f6b3-4084-81f2-74d5211ba140_Friendship-Games-39-School-Registration-Packet.pdf

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

10/19/2024 - 7:30 AM

End Date/Time

10/19/2024 - 7:00 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?

Yes

How can participants RSVP for this event?

[REDACTED]

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.

California State University, Fullerton

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

SOCIAL

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.

Recreational Program

Social Program

Planned Activities

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

Sports Activity/Competition

Will the event have security?

Yes

Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held. California State University, Fullerton will provide security

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

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>. For any other questions contact the Vice President for Finance via email asivcf@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.

Ticket/Audience Participation Fee

Please describe the Ticket/Audience Participation Fee and how funds are to be collected

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

Kalahi sent money to ASI at California State University, Fullerton (1st payment sent June 7, 2024 - \$550 ; 2nd payment due September 22, 2024 - \$850)

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.

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

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

Ac knowledgegment

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 that reads "Kiley Angelie". The signature is written in a cursive, flowing style.

Scroll up to submit this form.

Event Guidelines & Resources



Internal Vice President Kalahi <kalahi.ivp.csula@gmail.com>

Order - P.A.S.A Kabigan Friendship Games

1 message

Associated Students Inc. CSU Fullerton <asi-csuf-noreply@fullerton.edu>
To: kalahi.ivp.csula@gmail.com

Fri, Jun 7, 2024 at 11:08 PM

Thank you!

P.A.S.A Kabigan Friendship Games

Contact Information

[Redacted contact information]

Item: Options - Initial deposit (pay balance in fall payment link) - \$550.00

Total: 550



Kalahi Treasurer <kalahi.treasure.csula@gmail.com>

Order - 2024 Fall PASA Friendship Games Online Sales

Associated Students Inc. CSU Fullerton <asi-csuf-noreply@fullerton.edu>
To: <kalahi.treasure.csula@gmail.com>

Tue, Oct 1 at 9:03 PM

Thank you!

2024 Fall PASA Friendship Games Online Sales

Contact Information

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Item: FG Tiers - FG Tier 2 Payment - \$1,000.00

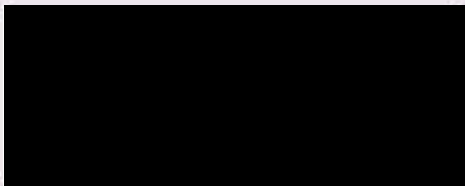
Total: 1000



Thank You!



Payment confirmed

Order ID 34381612YA006881P
Order date 18 Oct 2024 15:52
Billing/shipping address 

Summary

Subtotal	\$1,125.00
Shop discount %	-\$375.00
Shipping	\$0.00
Tax	\$76.88
1 item	
Total	\$826.88

[CONTINUE SHOPPING](#)

AA

blankstobling.com



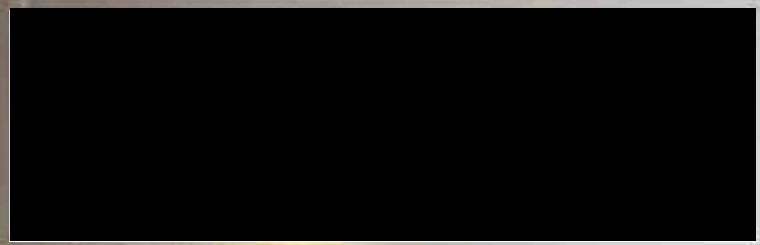
Order details

Contact information

k.sah@external.cvoka@gmail.com

Payment method

VISA **** 5400



Shipping method




Fastest (Expedited Shipping)

Save my information for a faster checkout

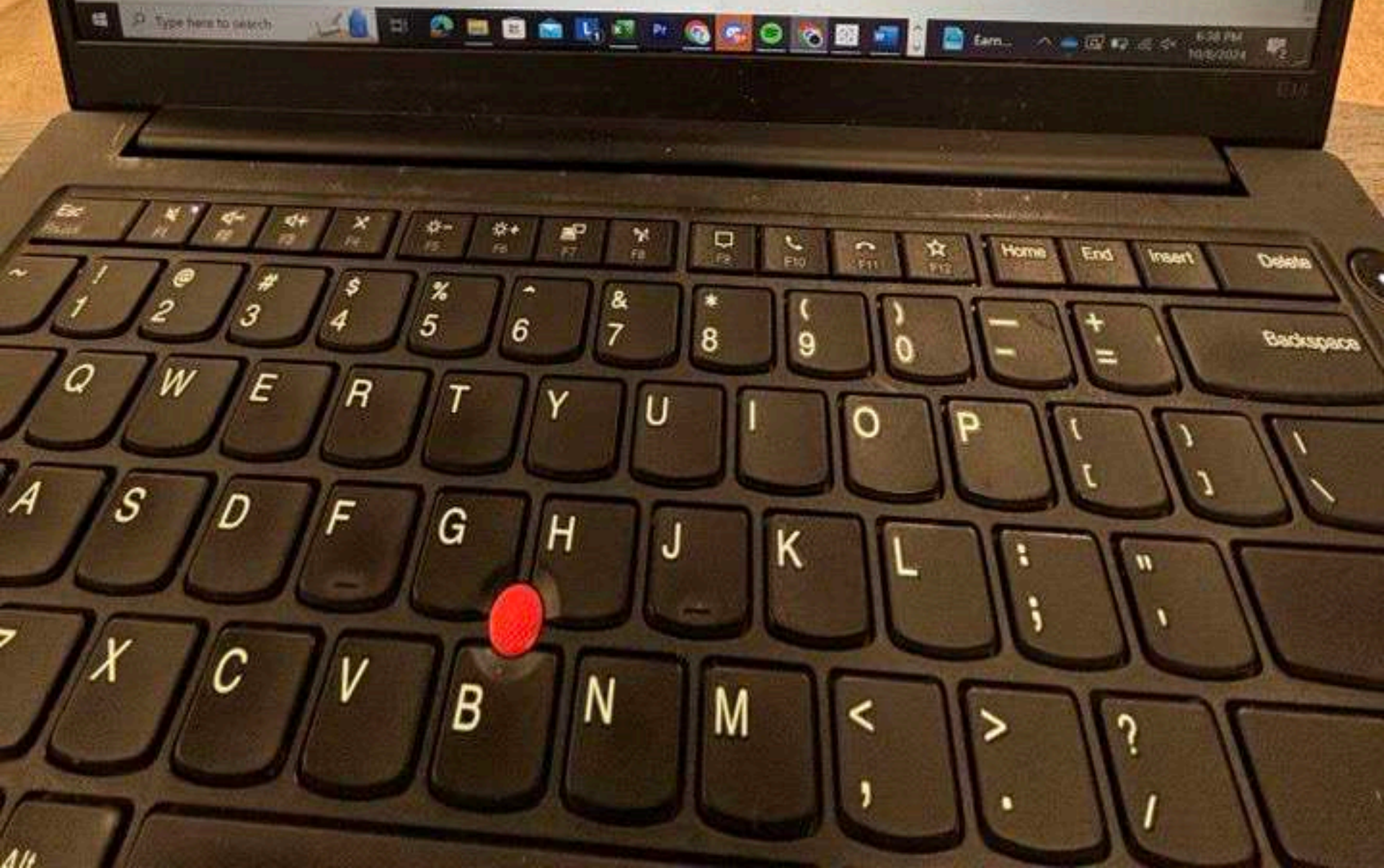
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-  26 3600-Next Level Apparel-TAHITI BLUE L \$160.42
-  25 3600-Next Level Apparel-TAHITI BLUE M \$154.25
-  10 3600-Next Level Apparel-TAHITI BLUE S \$61.70

Subtotal + 75 items	\$465.39
Order discount	
ORDER DISCOUNT	-\$32.58
Shipping	\$12.50
Estimated taxes	\$44.34
Total	USD \$489.65
TOTAL SAVINGS	\$32.58





COSTCO WHOLESALE

Alhambra #428

2207 W. Commonwealth

Alhambra, CA 91803

(626) 289-7164

TJ Member 111949997337

E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	782796 ***KSWTR40PK	3.99
E	6900000000 CA REDEMP VA	2.00
E	1820765 FRITO FLVMIX	19.99
E	0000336777 /1820765	5.00-
E	1812942 BFGUMMYBEARS	16.99
E	1185317 RICEKRISPIES	12.99
E	0000336819 /1185317	4.00-
E	1820765 FRITO FLVMIX	19.99
E	0000336777 /1820765	5.00-
	SUBTOTAL	73.93
	TAX	0.00
****	TOTAL	

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WOD
WORLD OF DANCE



ON-SITE MD'S INC.



39TH FRIENDSHIP GAMES | OCTOBER 19