

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: _____

CLUB/ORG: Lobby Days Caucus
 EVENT TITLE: Macro Social Work Panel & Fundraising Event
 DATE(S) OF EVENT: 11/14/2024 SEMESTER: FALL
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: Estimate of 20 students
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: Estimate of 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 professional educational event where current Social Work students and graduated Social Workers will share their experience in "Macro" settings

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 It is intended to give students an insight into the professional skills and learning experiences they can gain from Macro Social Work. Fundraising will give us the funds needed to support students who join the trip.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Merchandise T-Shirts x 100	\$1042.40
		Merchandise Pins x 100	\$121.00
		Merchandise Tote Bags x 50	\$760
		Lobby Days Members T-Shirts x 100	\$1370.90

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3,294.30
 TOTAL REQUESTED FROM ASI \$3,294.30
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 There are no other fees, registrations or dues that we will be using to fund this event.

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration

Table Talk #3: Macro Social Work Panel and fundraiser

[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?

Lobby Days Caucus

Event Name

Table Talk #3: Macro Social Work Panel and fundraiser

Estimated Attendance

Please describe the estimated attendance of participants for this event.

25

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

This event is a virtual professional educational event to give social work students a better idea of what it's like to be a macro social worker. Students will listen to a panel of currently interning and graduated students. We will be advertising merchandise that will be intended for sale and fundraising for our trip.

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

11/14/2024 - 7:00 PM

End Date/Time

11/14/2024 - 8:00 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.

No time to set up. No reservation spaces needed.

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.

Virtual

Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Zoom

Do participants need to RSVP?

No

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.

<https://calstatela.zoom.us/j/87671932752>

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?

Social Media

Social Media Site

Instagram

Social Media Handle

@csula_lobbydayscaucus

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[a1e05809-0f09-4218-a14e-fcafb312afb7.jpg](#)

Who is invited to this event?

Cal State LA Community

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

CAREER/PROFESSIONAL DEVELOPMENT

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.



JOIN US FOR OUR

Table Talk #3: Macro Social Work Panel Part 1 & Fundraising Event

THURSDAY NOVEMBER 14TH

7PM-8PM

VIRTUALLY ON ZOOM

[HTTPS://CALSTATELA.ZOOM.US/J/87](https://calstateela.zoom.us/j/87671932752)

671932752

MEET INTERNING AND GRADUATED SOCIAL
WORKERS WHO HAVE EXPERIENCE IN MACRO
SETTINGS!



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.

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

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.

No

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)

RSO funds - on campus account

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.

Item Sale (store bought foods or merchandise)

Item Sale - Please describe the items being sold and how funds will be collected.

Store-bought food items or merchandise.

Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval

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.

We are planning to sell t-shirts, canvas bags and pins. We will be submitting a request to make a purchase of these items after this event is approved.

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/studentservices/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?

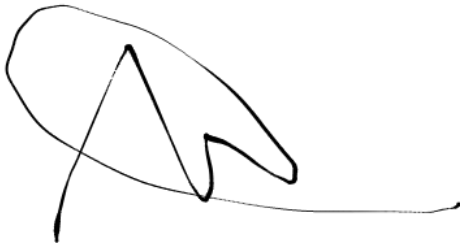
No

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, consisting of a large, stylized initial 'A' followed by a long horizontal line extending to the right.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Event Registration Procedures



Ethix Ventures Inc.

SALES ORDER for Cal State LA
20241016_Totes and Buttons



PROJECT #
7735

TERMS
Credit Card

SALES ORDER #
19674

CUSTOMER PO

IN HANDS DATE
Nov 15, 2024

CURRENCY
USD

10 Oz. Natural Canvas Large Flat Promo Tote Bag

10 Oz. Natural Canvas Large Flat Promo Tote Bag with 1" poly handle with large imprint area. Great for giveaways. 18" W x 17" H



Product image for reference only. See your artwork below.
[Click to enlarge](#)

ITEM	QTY	PRICE	AMOUNT
Size: 18" W X 17" H - Color: Natural Beige	50	\$13.40	\$670.00
TOTAL UNITS	50		
Setup Cost -	2	\$45.00	\$90.00
TOTAL			\$760.00

Artwork Details

DESIGN NAME	Cal State LA logo
IMPRINT TYPE	Screen Print
DESIGN LOCATION	
DESIGN SIZE	8 x 7.75
DESIGN COLOR	PMS 461 , BLACK



[Click to enlarge](#)

1.50" Round Button with Safety Pin Back

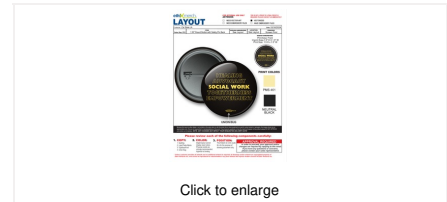
Our 1 1/2" round button is manufactured right here in the U.S.A. Full color digital graphics give you the highest quality imprint available, then it is over-laminated with a heavy 3.5 mil clear plastic to give your logo a hi-gloss visible shine. 1.5" Diameter



ITEM	QTY	PRICE	AMOUNT
Size: 1.5" DIAMETER - Color: Various	100	\$1.21	\$121.00
TOTAL UNITS	100		
TOTAL			\$121.00

Artwork Details

DESIGN NAME	Healing Advocacy Social work Togetherness Empowerment
IMPRINT TYPE	Digital
DESIGN LOCATION	
DESIGN SIZE	1.5
DESIGN COLOR	FULL COLOR



Services

SERVICE	QTY	PRICE	AMOUNT
Freight Freight factored in after order ships	1	\$0.00	\$0.00

Services

SERVICE	QTY	PRICE	AMOUNT
Other Service 3% CC fee if paying by card	1	\$0.00	\$0.00

Questions about this sales order?

Kevin Hill
khill@ethixventures.com
8569066961

Ethix Ventures, Inc.
9 Main St., Suite 3C
Sutton, MA 01590
United States

SUBTOTAL	\$881.00
TAX - CA	\$68.28
TOTAL	USD \$949.28

Request Change

Approve Order

Quote #387

QUOTE

LDC Member t-shirt

Thank you for your business!



Tri-Arts LLC
7854 Lankershim Boulevard
Los Angeles, California 91605
8185995520
<http://www.triarts.com>
triarts@aol.com


Created October 17, 2024
Customer Due Date October 17, 2024
Total \$1,370.90
Outstanding \$1,370.90

Customer Billing



Customer Shipping



Category	Item #	Color	Description	XS	S	M	L	XL	2XL	Qty	Items	Price	Taxed	Total
Screen Printing	PC54	Coal Grey	Port & Company - Port & Company - Core Cotton Tee. PC54		10	30	30	20			90	\$12.00	X	\$1,080.00
														
Screen Printing	PC54	Coal Grey	Port & Company - Port & Company - Core Cotton Tee. PC54						10		10	\$14.00	X	\$140.00

IMPRINT #387-1

Screen Printing Matrix • 1 color



IMPRINT #387-2

Screen Printing Matrix • 3 color



Fee	Description	Qty	Amount	Taxed	Total
Screen Fee	One time fee per location and color of print for new designs.	1	\$35.00	-	\$35.00

Total Quantity 100
Item Total \$1,220.00
Fees Total \$35.00
Sub Total \$1,255.00
Tax \$115.90 (9.5%)
Total Due \$1,370.90
Paid \$0.00
Outstanding \$1,370.90

Fill out your terms & conditions here: https://www.printavo.com/accounts/invoice_information

Quote #388

QUOTE

Social Work Def. t-shirt

Thank you for your business!



Tri-Arts LLC
7854 Lankershim Boulevard
Los Angeles, California 91605
8185995520
<http://www.triarts.com>
triarts@aol.com


Created October 17, 2024
Customer Due Date October 17, 2024
Total \$1,042.40
Outstanding \$1,042.40

Customer Billing



Customer Shipping



Category	Item #	Color	Description	XS	S	M	L	XL	2XL	Qty	Items	Price	Taxed	Total
Screen Printing	PC54	Jet Black	Port & Company - Port & Company - Core Cotton Tee. PC54		10	30	30	20			90	\$9.00	X	\$810.00
														
Screen Printing	PC54	Jet Black	Port & Company - Port & Company - Core Cotton Tee. PC54						10		10	\$11.00	X	\$110.00

IMPRINT #388-2

Screen Printing Matrix • 3 color



IMPRINT #388-1

Screen Printing Matrix • 1 color

Fee	Description	Qty	Amount	Taxed	Total
Screen Fee	One time fee per location and color of print for new designs.	1	\$35.00	-	\$35.00

Total Quantity 100
Item Total \$920.00
Fees Total \$35.00
Sub Total \$955.00
Tax \$87.40 (9.5%)
Total Due \$1,042.40
Paid \$0.00
Outstanding \$1,042.40

Fill out your terms & conditions here: https://www.printavo.com/accounts/invoice_information



FRONT



BACK



JOIN US FOR OUR

Table Talk #3: Macro Social Work Panel Part 1 & Fundraising Event

THURSDAY NOVEMBER 14TH

7PM-8PM

VIRTUALLY ON ZOOM

[HTTPS://CALSTATELA.ZOOM.US/J/87](https://calstateela.zoom.us/j/87671932752)

671932752

MEET INTERNING AND GRADUATED SOCIAL
WORKERS WHO HAVE EXPERIENCE IN MACRO
SETTINGS!



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