

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: _____

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 _____

TIME STAMP: _____



Event Update

MSW United's Spooktacular Event!

[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?

Master of Social Work United (MSW United)

Event Name

MSW United's Spooktacular Event!

Estimated Attendance

Please describe the estimated attendance of participants for this event.

45

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 will be Halloween/spooky-themed. There will be packaged candies and packaged chips available to students. There will also be music, arts and crafts and a photo booth.

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

10/26/2024 - 10:00 AM

End Date/Time

10/26/2024 - 11:00 AM

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.

9:45am - 11:15am

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

Other (please describe exact location in the next question)

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.
Salazar Hall quad area

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_mswunited

Marketing Media Upload*

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

[1d9e2cda-a7e1-44af-855f-88e1935e95bc.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

COMMUNITY BUILDING AND CELEBRATION

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.
Social Program

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.
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.

[8e927791-bead-440b-a20b-60f3d56575f2.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/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 that reads "Sheryl Meyer". The signature is written in a cursive style with a large initial 'S'.

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:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions

Give us feedback @ survey.walmart.com
Thank you! ID #:7TNF/RNKPPP

Walmart

951-653-4849 Mgr: BRANDYN
6250 VALLEY SPRINGS PKWY
RIVERSIDE, CA 92507

ST# 01899 OP# 001777 TE# 04 TR# 07720

ITE'S SOLD 3

TC# 9996 02/2 3187 1185 30



PARTYBAGS	08/7/67111787	0.97	X
MD SCNT 55CT	004/00060154 F	9.94	N
HSY/HAR 75PC	003/00094534 F	9.94	N
	SUBTOTAL	20.85	
TAX 1	8.750 %	0.08	
	TOTAL	20.93	
	CASH TEND	20.93	
	CHANGE DUE	0.00	

Low Prices You

10/06/24

Can Trust. Every Day.

14:31:41



Get free delivery
from this store
with Walmart+

Scan for 30-day free trial.



Sherman Oaks - 818-779-0163
 5711 Sepulveda Blvd
 Van Nuys, California 91411-2918
 10/25/2024 08:33 PM



GROCERY
 055000651 MARS NF \$24.99
 Regular Price \$34.99
 055000135 HARIBO NF \$14.99
 Regular Price \$16.99
 SUBTOTAL \$39.98
 Target Circle Card 5% \$2.00
 NO TAX \$0.00
 TOTAL \$37.98
 *3103 TARGET MASTERCARD \$37.98
 AID: A0000000041010
 Mastercard
 AUTH CODE: 00297B

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

YOUR TOTAL SAVINGS THIS TRIP:
 \$14.00

REC#2-4299-1307-0071-2969-7

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

informtarget.com
 User ID: 7570 0869 3992
 Password: 870 303

CUENTENOS EN ESPAÑOL

Please take this survey within 7 days

Smart & Final &
 Warehouse & Market. Friend & Neighbor.

Store 321
 725 E. MAIN STREET
 ALHAMBRA, CA 91801
 Telephone (626) 281-2049

Beverage
 Capri Sun Variety Pack 8.99 F
 SUBTOTAL 8.99

Total # Items Sold 1

8.99 @ 0.000% = 0.00

TOTAL 8.99
 Debit 8.99

PURCHASE \$8.99
 *****7395 Visa
 CHIP CONTACTLESS
 REF#: 295811 APPROVED
 US Common Debit
 ARQC - 4BFC604F335AA8FD
 ONLINE PIN VERIFIED
 Mode: Issuer
 IAD:
 1F43016EA0000000000000000000000047147000000
 00000000000000000000000000000000

Legend
 F - food stamp eligible

0010321251024007000434



You were served by: Stephanie
 Date Time Store Term Opr Tran
 10/25/24 06:12 PM 321 7 40015 0434

Thank you for shopping with us!

Complete our survey and
 enter for a chance to win a
 \$500 SMART & FINAL GIFT CARD
 Visit www.smartandfinal.com/survey
 within 7 days of this shop

Now Hiring!
 Visit www.smartandfinal.com/careers

One Trip & That's It

COSTCO WHOLESALE

Burbank #677
1051 Burbank Blvd
Burbank, CA 91506
(818) 557-3783

AS Member 112004414687
E 1820765 FRITO FLVMIX 19.99
E 0000336777 1820765 5.00-
E 1618629 FRITO SELECT 19.49
E 0000336718 1618629 5.00-
SUBTOTAL 29.48
TAX 0.00
**** TOTAL **29.48**

XXXXXXXXXXXXX5193 H
AID: A0000000980840 VERIFIED BY PIN
Seq# 13687 APP#: 880627
EFT/Debit Resp: APPROVED
Tran ID#: 427300013687....

APPROVED - Purchase
AMOUNT: \$29.48
09/29/2024 11:35 677 13 94 87

EFT/Debit 29.48
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 2
INSTANT SAVINGS \$ 10.00
~~09/29/2024~~ 11:35 677 13 94 87



21067701300942409291135

OP#: 87 Name: TORREY M. (FE)

Thank You!

Please Come Again

Whse:677 Trm:13 Trn:94 OP:87

Items Sold: 2
AS 09/29/2024 11:35

BIG LOTS!

BIG LOTS STORES - #4699
2500 W COMMONWEALTH AVE
ALHAMBRA CA 91803-1346
626-349-3437

10/07/2024 4:34 PM

C2658R

SALE



S04699 R001 T6707 D20241007 X00
HERSHEY ALL SWEETS 85 CT 11.99 N CS
810435867 1 @ 11.99
SOUR PUNCH MUMMY MIX 350 9.99 N CS
810628940 1 @ 9.99
Sub-Total 21.98
Total Sales Tax 0.00
Total 21.98

VISA USD\$21.98
Account: 4367
Token: 4367
Authorization Code: 033419
CTrauid: 620100150
Card Entry Mode: Contactless

Total Tender 21.98
Change Due 0.00

Join Big Rewards and start earning
rewards today! \$5 every 3 purchases
+ \$10 every \$200 in furniture,
and much more! Sign up in store or
at www.biglots.com/rewards.

Join the friendliest store in town!
Now Hiring. Apply online at
www.biglots.com/careers

Help make your Big Lots better!
Take a 2-minute survey
about today's trip.

visit <https://www.biglots.com/feedback>



NO RETURNS CAN BE ACCEPTED
THIS STORE IS CLOSING
ALL SALES ARE FINAL

BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS! BIG LOTS!

View order details

Order date	Oct 6, 2024
Order #	113-2269419-8209810
Order total	\$9.36 (1 item)

Shipment details

Delivered

Delivery Estimate

Oct 9, 2024 by 7:41 PM



CCINEE Halloween \$8.49
Cellophane Treat Bags,
150pcs Halloween
Plastic

Qty: 1

Sold By: CCINEE-US

Track shipment >

Buy it again >

Payment information

Payment method
AMEX ending in 2005

Order Summary

Items:	\$8.49
Shipping & Handling:	\$2.99
Free Shipping	-\$2.99
Total Before Tax:	\$8.49
Estimated Tax Collected:	\$0.87
Order Total	\$9.36

View order details

Order date	Oct 6, 2024
Order #	113-9146201-9042648
Order total	\$18.73 (1 item)

Shipment details

Delivered

Delivery Estimate

Wednesday, October 9, 2024 by 10pm



**Halloween Photo Booth
Props - 41-pc
Photobooth Kit with 8
x 10-Inch**

\$16.99

Qty: 1

Sold By: BlueRockProducts

Track shipment



Buy it again



Payment information

Payment method

AMEX ending in 2005

Order Summary

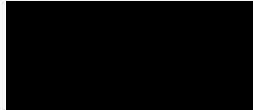
Items:	\$16.99
Shipping & Handling:	\$0.00
Total Before Tax:	\$16.99
Estimated Tax Collected:	\$1.74
Order Total	\$18.73

Your Account > Your Orders > Order Details

Order Details

Ordered on October 4, 2024 Order# 111-0155595-1057836

[View or Print Invoice](#)

 Change	Payment method Visa Visa ending in 7294	Order Summary
		Item(s) Subtotal: \$16.98 Shipping & Handling: \$0.00 Total before tax: \$16.98 Estimated tax to be collected: \$1.61 Grand Total: \$18.59

Arriving tomorrow by 10 PM



Sweepuck 7x5ft Orange Halloween Photo Backdrop for Parties Large Pumpkin Patch Moon Picture Photography Background Kids Witch Haunted House Decorations Banner
Sold by: UUFelice
\$9.99

[Buy it again](#)



Halloween Photo Booth Props 27 Pcs for Halloween Decorations
Sold by: Supoice
\$6.99

[Buy it again](#)

[Track package](#)

[Cancel items](#)

[Write a product review](#)



Final Details for Order #114-6151385-9277011

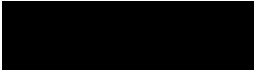
[Print this page for your records.](#)

Order Placed: October 16, 2024
Amazon.com order number: 114-6151385-9277011
Order Total: \$22.61

Shipped on October 17, 2024

Items Ordered	Price
1 of: <i>Ghost Goodies Halloween Candy Mixed Bag, SweeTARTS, Nerds, Trolli, Laffy Taffy, 100 count</i> Sold by: Amazon.com Services, Inc Supplied by: Other Condition: New	\$14.96
1 of: <i>500 Styles Luminous Halloween Tattoos Party Favors for Kids, Halloween Temporary Tattoos Stickers, Halloween Goodie Bag Stuffers Halloween Gifts for Halloween Treats, Halloween Party Supplies</i> Sold by: Xiamenyed (seller profile) Supplied by: Xiamenyed (seller profile) Condition: New	\$6.99

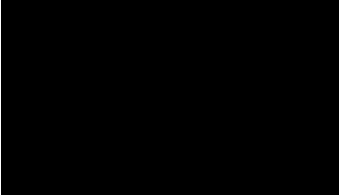
Shipping Address:
Amazon Locker - Blank [Map](#)
Carl's Jr.
3500 Wilshire Blvd
Los Angeles, CA 90010-2309
United States



Shipping Speed:
FREE Prime Delivery

Payment information

Payment Method:
Amazon Visa ending in 0026
Earns 5% back



Item(s) Subtotal:	\$21.95
Shipping & Handling:	\$0.00

Total before tax:	\$21.95
Estimated tax to be collected:	\$0.66

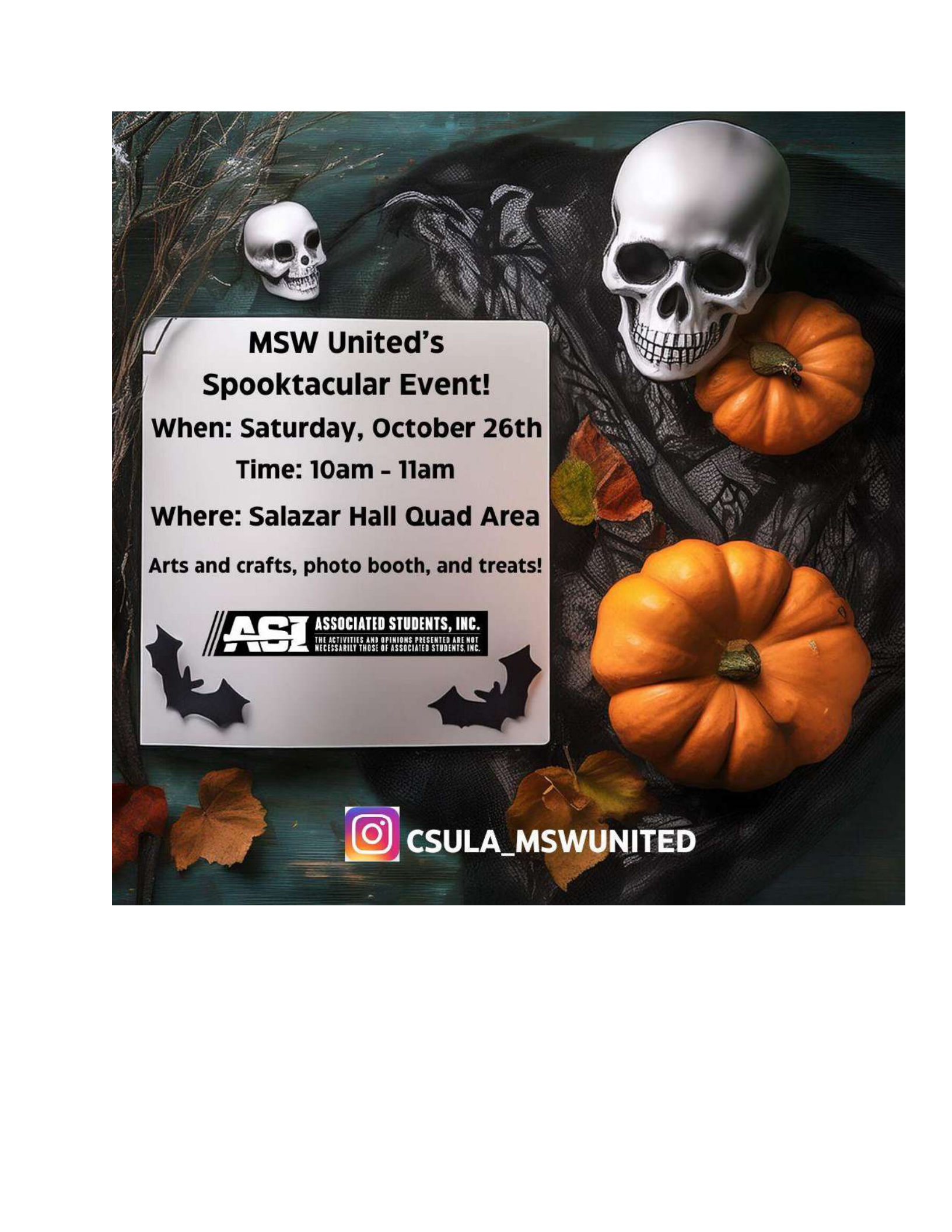
Grand Total:	\$22.61

Visa ending in 0026: October 17, 2024: \$22.61

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

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[Back to top](#)



**MSW United's
Spooktacular Event!**

When: Saturday, October 26th

Time: 10am - 11am

Where: Salazar Hall Quad Area

Arts and crafts, photo booth, and treats!

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



CSULA_MSWUNITED