

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: *Kyralu*

CLUB/ORG: School Psychology Student Association
 EVENT TITLE: Winter Wellness Hang and Recap
 DATE(S) OF EVENT: 12/14/2024 SEMESTER: FALL
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 48
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 48

PART 3 - EVENT DESCRIPTION

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

SPSA is hosting a virtual wellness hang to support students with self-care and get cozy post finals. Students will receive goodbags with materials to engage in crafts/ self-care activities and reflect on

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Provide safe and cozy space to decompress after completing the semester with crafts and activities related to self-care and wellness at the comfort of home. This is a no cost event for students.

PART 4 - COST BREAKDOWN

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

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
		SPSA Spirit wear/ sweater (see attached)		1161.20	
	Wellness goody bag (see attached)	418.37		Fees/ Taxes (see attached)	140.75
				Prep materials (see attached)	62.42

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 1905.15
 TOTAL REQUESTED FROM ASI: 1905.15
 AMOUNT FROM OTHER SOURCES: [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

Winter Wellness Hang

[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?

School Psychology Student Association

Event Name

Winter Wellness Hang

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

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

SPSA is hosting a Winter Wellness Hang event with a winter craft/ornament-making workshop. The semester is coming to an end, but it's still important to take time for self-care. Attendees will be provided with a craft-kit goody bag for pick up on campus prior to the event. Share highlights of the semester and tips on how you are or will be preparing for finals. At the comfort of home, attendees can Zoom in and hang out while making winter ornaments, reflecting on the semester, and sharing tips for studying for finals and preparing for the coming new semester.

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

12/14/2024 - 7:30 PM

End Date/Time

12/14/2024 - 8:30 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.

7:30-8:30

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

How can participants RSVP for this event?

Online

Do participants need to RSVP?

Yes

RSVP Link

Requires http:// or https://

https://docs.google.com/forms/d/e/1FAIpQLSeku625Csm8ZmRkPJFvDNMJzcSXPRPYeorGX7ovX2EfgznSmQ/viewform?usp=sf_link

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/86337626504>

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

We do not plan on marketing this event to anyone outside of the organization.

Social Media Site

Instagram

Social Media Handle

spsacsula

Marketing Media Upload*

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

[35d800bd-74f2-43c6-942c-391bc797fd71.pdf](#)

Who is invited to this event?

Student organization members

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.

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)

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/student-services/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

Options

Hidden From Non-Members

Hidden From Non-Members

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, appearing to read 'Kyu', is written on a white background.

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
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)

Secure checkout ■

Add delivery instructions

Use Amazon Prime Store Card Rewards
\$11.83 (11.83 points) available
Use a gift card, voucher, or promo code

Change

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Change

Items (72):	\$603.20
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99

Estimated tax to be collected:* \$50.76

Order total: \$653.96

Arriving Nov 17, 2024

If you order in the next 12 hours and 42 minutes [Details](#)



Whaline 330Pcs Winter Glitter Stickers
3 Colors Snowflake Decals Christmas
Self Adhesive Stickers for DIY Crafts
Home Party Greeting Cards Making
Scrapbooking Decor, 10 Sheets
\$9.99 (\$0.03 / Count)

& FREE Returns

Ships from Amazon.com
Sold by Whale Online US

Quantity: 2 Change

[Add gift options](#)



MaxMark Large Premium Black Ink
Stamp Pad - 3.5" x 6.25" - Quality Felt
Pad
\$11.95

& FREE Returns

Ships from Amazon.com
Sold by RubberStampCreation

Quantity: 1 Change

[Add gift options](#)



Prime Line Packaging 10x5x13 25 Pack
Brown Paper Gift Bags with Handles,
Medium Gift Bags for Boutiques, Small
Business, Retail, Birthday, Favor Bulk
\$18.99 (\$0.76 / Count)

& FREE Returns

Ships from Amazon.com
Sold by Prime Line Packaging

Quantity: 2 Change

[Add gift options](#)



100Pcs Mini Paper Scrolls, 1x2.4 in
Colorful Wish Letter Paper Roll with
Tiny Scroll Love Message Capsules
Wishing Letter Roll Paper for Love
Note Valentine Birthday Present
Wedding Party Decoration
\$8.09

& FREE Returns

See order summary for discounts applied
Ships from Amazon.com
Sold by Hairolorys

Quantity: 5 Change

[Add gift options](#)

Tomorrow, Nov 15 - Sunday, Nov 17
FREE Delivery

Sunday, Nov 17
FREE Delivery in fewer trips to your
address

Tuesday, Nov 19
FREE Amazon Day Delivery
[Lower carbon option](#)
[Change delivery day](#)
Get **6% back** on eligible items using your
Prime Store Card or **Amazon Prime
Secured Card**. [Terms](#)



50 Pack Textured Anxiety Sensory Stickers, Breathing Feature Calm Strips for School Counselor Supplies, Reusable Fidget Stickers for Adults and Kids
\$15.99

& FREE Returns
 Ships from Amazon.com
 Sold by Corbekel

Quantity: 1 [Change](#)
[Add gift options](#)

Delivery: Tomorrow 4 AM - 8 AM



Lumarice Stress Balls (5 Pack) for Kids and Adults - Stress Relief Balls with Motivational Quotes - Hand Exercise Balls to Relieve Anxiety and Stress
\$8.99

& FREE Returns
 Ships from Amazon.com
 Sold by Lumarice LLC

Quantity: 10 [Change](#)
[Add gift options](#)



Brajtt Mini Yogurt Jars 30 Pack, 7 oz Glass Favor Jars with Cork Lids, Pudding Containers with Lids, Mason Jar Wedding Favors Honey Pot with Label Tags and String
\$30.99 (\$1.03 / Count)

& FREE Returns
 Ships from Amazon.com
 Sold by Brajtt

Quantity: 2 [Change](#)
[Add gift options](#)

Tomorrow
 FREE Delivery
Tomorrow
4 AM - 8 AM
 See more delivery s

Tomorrow, Nov 15 an
 FREE Delivery

Sunday, Nov 17
 FREE Amazon Day Del
 Lower carbon opti
 Change delivery day
 Get 6% back on eligib
 or Amazon Prime Sec

Delivery: Tomorrow 4 AM - 8 AM



The 5-Minute Gratitude Journal: Give Thanks, Practice Positivity, Find Joy
 by Sophia Godkin PhD
\$6.51

& FREE Returns
 See order summary for discounts applied
 Ships from Amazon.com
 Sold by Amazon.com

Quantity: 48 [Change](#)
[Add gift options](#)

Tomorrow
 FREE Delivery
Tomorrow
4 AM - 8 AM
 See more delivery s

Tomorrow, Nov 15
 FREE One Day Deliver;

Sunday, Nov 17
 FREE Amazon Day Del
 Lower carbon opti
 Change delivery day
 Get 6% back on eligib
 or Amazon Prime Sec

Arriving Nov 19, 2024



Vivid Stamp Mental Health Matters Medical Self-Inking Rubber Stamps (Black Ink) - Q-400
\$12.49

Ships from All Quality Services
 Sold by All Quality Services

Quantity: 1 [Change](#)
 Gift options not available

Tuesday, Nov 19
 FREE Delivery

Price Quote



Kustom Imprints

Quality Screen Printing, Embroidery & Promotional Items

Quote # **17491**
Date **11/13/2024**

Customer **SPSA CSULA**

Phone

Email **schoolpsychologycsul**

Sales Representative
Kristy Moore
(714) 771-5768 Ext. 103
kristy@kustomimprints.com

Project # Project

Qty	Item Description	Price	Total
48	Port & Company - Core Fleece Crewneck Sweatshirt. Style: PC78 Item Color: Black Embroidered Front+ Screen Print Design: 1 Color Back Imprint	\$23.15	\$1,111.20
	XXL are \$2.00 more, XXXL Are \$3.00 more		
1	\$50 Set Up Fee For Embroidered Front Logo	\$50.00	\$50.00



Normal Production Time:
10 - 15 Work Days
(Contact us for RUSH options)

Unless noted otherwise, the above price includes the garment or item, screen printing (or embroidery), screen preparation charge, & set-up charges. This price is good for 30 days after above listed date. Price does not include California state sales tax.

Subtotal	\$1,161.20
7.75% Sales Tax	\$89.99
Shipping / Freight	
Total	\$1,251.19



SPSA CSULA <schoolpsychologycsula@gmail.com>

FW: Port & Company Feedback

1 message

SanMar Sales <sales@sanmar.com>

Tue, Nov 14, 2023 at 12:15 PM

To: "schoolpsychologycsula@gmail.com" <schoolpsychologycsula@gmail.com>

Thank you for the question Laura!!

No, we do not produce our PC78's in sweatshops.

We suggest you contact your Supplier for any additional information.

Again, thank you!

Anita Neth | **SanMar**

Account Coordinator II | Inside Sales

206.727.3200 Ext 5717

Monday-Friday 8:45 am - 5:15 pm PST

SANMAR

Together, for Good.



Check out these tutorial videos on time-saving resources available via [sanmar.com](https://www.sanmar.com).

[Inventory Checks](#), [Backorders ETAs](#), [Orders & Returns](#) or [Order status](#), [Tracking](#) and [Invoice info](#) via [My SanMar](#) ..

From: Customer Services Team <no-reply@portandcompany.com>

Sent: Sunday, November 12, 2023 1:19 PM

To: Customer Feedback <customerfeedback@sanmar.com>

Subject: Port & Company Feedback



New contact us request:

[REDACTED]

Email: schoolpsychologycsula@gmail.com

Comments: Hello, Are your "PC78 Port & Company® Core Fleece Crewneck Sweatshirt" manufactured in a sweatshop-free environment? I would like to use them for club merchandise manufacturing for my student org.

Sweatshop Free

Kustom Imprints' Sweatshop- Free Commitment

Since our establishment, Kustom Imprints has been committed to maintaining the very best work environment for our employees. These best practices are a top priority of Kustom Imprints, and it's important to us that our customers know that our in-house screen printing and embroidery is free of the poor working conditions that are common in this industry.

In addition to maintaining these standards in our workplace, we strive to offer a wide variety of brands of apparel that we can print on – including American-made and sustainably-made options.

California State Garment License



Kustom Imprints' verifiable garment license shows that our sweatshop-free commitment is not an empty promise. The best way that an individual (in California) can research if the screen printing and embroidery businesses operate sweatshop-free is to find out if they have a valid California State Garment License. Any business that conducts garment manufacturing in the state of California is required to apply and maintain a valid California State Garment License.

To verify who has a garment license, just head to the State's online database located at

www.dir.ca.gov/databases/dlseir/Garmreg.html





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[Corporate Responsibility](#)

[Sweatshop Free](#)

[Company Policies](#)

[Low Price Guarantee](#)

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[Contact](#)

LET'S CONNECT

[E-mail Us](#)



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Quality Screen Printing Custom Embroidery Tackle Twill Embroidery Promotional Items Professional Fulfillment



ASSOCIATED STUDENTS, INC.

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

PLEASE
JOIN US FOR A
Virtual

WINTER

Wellness Hang

CRAFT MAKING- SELFCARE - CHAT

DECEMBER 14TH, 2024

7:30-8:30PM

**COZY UP WITH SPSA SPIRIT WEAR AND
COME HANGOUT WITH US!**

YOU ARE WELCOME TO HANGOUT AFTER!

RSVP:

[HTTPS://DOCS.GOOGLE.COM/FORMS/D/E/1FAIPQLSEKU625CSM8ZMRKPJFVDNMJZCSXPRPYEORGX7OVX2EFGZNSMQ/VIEWFORM?USP=SF_LINK](https://docs.google.com/forms/d/e/1FAIPQLSEKU625CSM8ZMRKPJFVDNMJZCSXPRPYEORGX7OVX2EFGZNSMQ/viewform?usp=sf_link)

Let's relax together!

SPSA CSULA

