

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE:

CLUB/ORG: Anthropology Film Club
 EVENT TITLE: At the Crossroads of Civilization: West Mex
 DATE(S) OF EVENT: March 22, 2025 SEMESTER: SPRING
 EVENT LOCATION: Student Union Theater
 TOTAL ATTENDANCE: 200
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 130

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 This event is a symposium on Mesoamerica, with special speakers presenting their research on Mesoamerican cultures of West Mexico.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will enhance the Cal State LA student experience by exposing and connecting students to world renown experts on Mesoamerican culture and their research, in an accessible way.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Costco Bottled Water	\$23.96
	Costco Cookies	\$100
	Golden Eagle Hospitality catering	\$2,370.68

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Honorarium for 9 speakers	\$2,200
	Tlamatini Award for 2 awardees	\$200

MARKETING	DESCRIPTION:	AMOUNT:
	Posters qty:50	\$56
	Flyers qty:500	\$80
	Booklets qty: 220	\$629.43
	T-Shirt's qty: 100; Totes qty: 75	\$2,400
	Photography/Videographer	\$600

OTHER	DESCRIPTION:	AMOUNT:
	Westin Hotel for speakers- 5 rooms	\$3,457.40
	Transportation estimates	\$150
	S-U Theater Rent	\$964.50

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:
 Co-sponsored event w/ Art History Society. The Anthropology Film Club is requesting funds for shirts and totes only.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

AT THE CROSSROADS OF CIVILIZATIONS: THE CULTURES OF WEST MEXICO THROUGH TIME.

[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?

Art History Society

Event Name

AT THE CROSSROADS OF CIVILIZATIONS: THE CULTURES OF WEST MEXICO THROUGH TIME.

Estimated Attendance

Please describe the estimated attendance of participants for this event.

200

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

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

The Art History Society would want to commemorate the leading experts on ancient Mexico with a symposium. Other speakers will be invited to present their research in relation to the symposium's theme. Breakfast, lunch, and snacks will be provided, and admission to the event is free for all attendees. The Anthropology Film Club, a student club at CSULA, will collaborate on this event.

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

03/22/2025 - 8:30 AM

End Date/Time

03/22/2025 - 6:30 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.

set up 7:00 am clean up 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?

Online

RSVP Link

Requires [http://](#) or [https://](#)

<https://www.eventbrite.com/manage/events/auto-create/1051221831797/preview>

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

University-Student Union Building

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.
theater

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?

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.

The Anthropology Film Club

Who initiated the conversation on collaborating on the event?

both

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.

we will be greeting guests and speakers and introducing special speakers. some will be out and selling the merchandise

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_ahs

Marketing Media Upload*

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

[dddeb7a1-64d1-4ded-b17f-6e3e85937816.png](#)

Who is invited to this event?

Student organization members

Cal State LA Community

General Public

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

CONFERENCE

EDUCATIONAL

FREE FOOD

LECTURE/SPEAKER

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.

Conference/Convention Hosting

Guest Speaker(s)

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

Please list the name(s) of your invited guest speaker(s).

Mary Miller

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?

University/UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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.

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.

books and AHS merchandise, cash

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



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)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).



INK THERAPY

DATE: 12/18/2024

DUE DATE: 12/28/2024

ISSUED TO:



DESCRIPTION	QTY	Each	TOTAL
1. Totes	75	3.58	268.50
2. Shirts: Small	11	3.85	42.35
Medium	12	3.85	46.20
Large	30	3.85	115.50
X-Large	31	3.85	119.35
XX-Large	16	6.69	107.04
3. Screens	7	54.99	384.93
4. Plastisol Inks	5		180.95
5. Labor			1135.18

TOTAL 2400.00

Zelle

Ink Therapy LLC.
Michael Ahern
562-641-6626

THANK YOU

California State University Los Angeles
Art History Society Presents

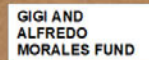
**AT THE CROSSROADS OF CIVILIZATIONS:
THE CULTURES OF WEST MEXICO
THROUGH TIME.**

**A SYMPOSIUM IN HOMAGE TO JOHN M.D. POHL
AND
MANUEL AGUILAR-MORENO**

**SATURDAY MARCH 22, 2025
9:00 AM TO 7:00 PM
STUDENT UNION THEATER**



For full information please go to
www.calstatela.edu/arthistorysociety



THE ARVEY FOUNDATION