

# 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:    
 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:   
 The event will be hosting club members from CSULA HBS as well as students from other schools, providing an excellent opportunity for students to network with peers from various institutions and connect with professionals currently working in the business field. It is open to both current and new members, which will help attract new participants while allowing them to build their portfolios. This event serves as a great way for students to expand their professional networks and gain valuable insights into the business world, ultimately contributing to their personal and professional development.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?   
 The primary purpose of HBS is to help students develop financial literacy, a skill that many students at CSULA are still unfamiliar with, regardless of their major. Many students at CSULA are first-generation college students, and often, they don't know where to begin when it comes to understanding personal finances or business concepts. This club can be a valuable resource for them, offering tools and knowledge that can set them up for future success. By promoting our club, we can help students develop crucial skills that will not only benefit them in their academic journey but also in their professional lives. It's an opportunity to create lasting impact and empower students with the financial knowledge that's essential for success.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Room	852
Food	200	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

## 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:   
 Tables and seats that will be needed for our guests.

### OFFICE USE ONLY

STAFF INITIALS    
 TIME STAMP:



[APPROVED]

Event Registration  
ULSA Meeting

### 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?

Hispanic Business Society

#### Event Name

ULSA Meeting

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

### 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

We will have a guest speaker. The event will also be hosting club members from CSULAHBS as well as students from other schools, providing an excellent opportunity for students to network with peers.

### 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

03/02/2025 - 11:30 AM

#### End Date/Time

03/02/2025 - 3:30 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.

11:30 AM - 3:30 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?

No

### On Campus Locations

University-Student Union Building

### 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.  
Los Angeles room A and B

## Venue Reservation Required

**This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).**

## 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.

██████████

### Officer Contact Phone Number

██████████

### Contact Email

Provide the officer's email address.

██████████

### Organization Advisor Email

Provide the advisor's Cal State LA email address.

██████████

### 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.

██████████

## 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

## 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.

Meeting (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.

None Apply

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

Gerardo Arista and Jessica Begley

## Will food be served at this 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 Permit Form Upload\*

A completed, signed 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.

[175bbe48-5908-4221-9821-684e5cb06715.png](#)

## Movie/Show Screening

### 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

## 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

@hbcsula

## Marketing Media Upload\*

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

[c7b444ee-bf57-478e-a618-15f0b444ccb1.jpeg](#)

## Who is invited to this event?

Student organization members

Cal State LA Community

Other Colleges & Universities

## Which institutions have been invited to this event?

CSUDH, CPP, UCR, CSUF, CSULB

## 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

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

FREE FOOD

GOLDEN EAGLES/CAMPUS SPIRIT

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

MEETING

SOCIAL

WORKSHOP/SEMINAR

### 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 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](mailto: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

**External Private Fundraising**

**External Private Fundraising**

**Sponsorship**

Sponsorship

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

Information and Event Services

5154 State University Drive
Room 107
Los Angeles CA 90032
323.343.2465 / 323.343.2454

Tentative Reservation

Sponsor

Hispanic Business Society
5154 State University Drive
Los Angeles, CA 90032

Reservation: 17038

Event Name: ULSA Meeting
Status: Tentative
Phone:
Email Address:

Bookings / Details

Quantity Price Amount

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at Cal State LA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Appointment Date
Appointment Date
Appointment Date

Met with Event Services:
Met with Media Services:
Met with Use of Facilities:

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required. For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Outside vendors/speakers?

YES
Specify who and how many:
2 Speakers

Will food be served?

YES
Who is providing it?
Pre-Packaged Food Items

Sunday, March 2, 2025

11:30 AM - 3:30 PM ULSA Meeting (Tentative 2/28/2025) U-SU Los Angeles Room AB - 308AB

Table with 4 columns: Description, Quantity, Price, Amount. Rows include Banquet for 40, Room Charge, Event Services (Tables, Chairs, Interior Tables) with 100% discounts.

Event Services Setup Notes:

(7) chairs per table
Use cleanest tables with no rums hanging

**Bookings / Details**

**Quantity**

**Price**

**Amount**

	Quantity	Price	Amount
Diagram in El Monte			
Extra Charges:			
Extended Hours(5 hours @ \$60.00/hr)	1	\$300.00	\$300.00
Media Services - Conference:			
Multimedia Podium - Los Angeles AB (MPLA/AB)	1	\$75.00	\$75.00
Less 100% Discount			-\$75.00
<i>Podium Preference: Podium (B)</i>			
<i>HDMI Port Connection: Standard HDMI Cable</i>			
<i>HDMI Port Connection: USB-Type C Adapter</i>			
<i>Microphones: Wireless Hand-held Microphone: 3 (MPLA/B)</i>			
<i>Microphones: Wireless Hand-held Microphone: 4 (MPLA/B)</i>			
<i>Microphones: Wireless Lavalier Microphone: 3 (MPLA/B)</i>			
<i>Microphones: Wireless Lavalier Microphone: 4 (MPLA/B)</i>			
<i>Bluetooth Audio Connection: Phone</i>			
Personnel:			
Operations Associate(5 hours @ \$24.00/hr)	1	\$120.00	\$120.00
I&RS (4 hours @ \$22.50/hr)	1	\$90.00	\$90.00
Media Services(4 hours @ \$23.00/hr)	1	\$92.00	\$92.00
Full Time Support	1	\$250.00	\$250.00
		Subtotal	\$852.00
		Grand Total	\$852.00

A Tentative Reservation is not a confirmation. A Reservation Confirmation will be issued for signature by the sponsor upon receipt of payment by Information & Event Services Office.

**RESERVATION PAYMENT, PRE-PAYMENT, CANCELLATION, & INVOICING FOR EVENTS**

**OFF-CAMPUS RESERVATIONS**

- Reservations cancelled more than ten (10) business days in advance, one-hundred percent (100%) of deposit will be refunded.
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days, fifty percent (50%) of collected fees will be refunded (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event will not be refunded.

**ON-CAMPUS RESERVATIONS**

- Reservations cancelled more than ten (10) business days in advance will not be invoiced
- Reservations cancelled less than ten (10) business days in advance, but more than two (2) business days will be invoiced for fifty percent (50%) of meeting space rental fee (if Tentative Reservation was provided); linen fees still apply.
- Reservations cancelled less than two (2) business days prior to the event, will be invoiced in full. If a purchase order has been deposited in lieu of payment, the sponsor will be billed for the total charges.

**PAYMENT AND PRE-PAYMENT FOR EVENTS**

- Reservations requested more than thirty (30) days in advance will require a fifty percent (50%) deposit ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event or via a Purchase Order.
- Reservations requested less than thirty (30) days in advance will require a fifty percent (50%) deposit, ten (10) business days after receiving a Tentative Reservation, and full payment no later than ten (10) business days prior to the event date.
- Reservations requested less than ten (10) business days in advance will require payment in full two (2) business days prior to event date.

Bookings / Details

Quantity

Price

Amount

Reservations will be considered tentative and subject to cancellation until charges are paid in full. Payment must come directly from sponsor making the reservation.

INVOICING FOR EVENTS

If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees.

Final charges may be significantly different than the original estimate depending on the scope of the event.

Invoices are processed within five (5) business days after the event date.

Payment is due upon receipt of invoice.

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.

Certain events may be eligible for waived room rental fees (other fees are applicable). Interested sponsors must complete a Facility Use Fund application (in person), available at the Information and Event Services Office, and submit it for review no later than ten (10) business days prior to the event. All applications are subject to the approval of the U-SU Executive Director or designee.

FOR CASH OR CHECK PAYMENTS

----- Office Use Only -----

_____ RSRV - ROOM RENTAL	(504970-00001-775000)
_____ RSRV - EQUIP. RENTAL/LINEN	(504971-00001-775000)
_____ RSRV - EXT. BLDG HRS.	(504972-00001-775000)
_____ RSRV - PERSNL/SETUP	(504973-00001-775000)
_____ RSRV - CLEANING FEES	(504974-00001-775000)
_____ RSRV-GAMEROOM	(580901-00001-773040)
_____ OTHER ACCOUNT #	(_____)

TOTAL: \_\_\_\_\_ IN \_\_\_\_\_

21:54



ezcater.com



# Subway



2 Easy Order Wrap Platter

\$133.58

Serves 16

[Remove](#)

Save room for dessert?



Cookies by the Dozen

from \$8.59

[View](#)

Food & beverage

\$133.58

Restaurant delivery fee ⓘ

\$30.00

This is not a driver tip.

10.25% Sales tax

\$3.08

Tip ⓘ

\$0.00

10%

15%

20%

Other

On average, customers leave a 12% tip.

**Total**

**\$166.66**

\$10.42/person

**Checkout**

**\$166.66**

\$10.42/person





## Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

**Note:** This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

**Event Information:**

Name of Student Organization: Hispanic Business Society

Event Name/Title: ULSA meeting

Event Location: USU Los Angeles room A and B

Event Start Date: 03/02/2025 Event End Date: 03/02/2025 Hours of Operation: 11:30 AM - 3:30 PM

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

**Food Handler(s) Information:**

 **Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

**Note:** At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

**Food Type/Source Information:**  Snack Sale  Food Sale  Catering  Other: \_\_\_\_\_

List exact food/beverage(s) that will be sold/served, including ingredients: \_\_\_\_\_  
Sandwiches and soda

Will alcohol be served/sold?  Yes  No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? \_\_\_\_\_ All food will be in sealed, food-safe containers to prevent contamination.

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).  
Subway, 1129 S Fremont Ave, Unit A, Alhambra, CA 91803

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*For more locations, add them on a page as and attach it.*



### Catering/Vendor Information:






If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

		02/21/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	 <small>Fabiola Avina (Feb 24, 2025 08:18 PST)</small>	02/24/2025
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
danielkeenan	 <small>danielkeenan (Feb 24, 2025 09:40 PST)</small>	02/24/2025
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benitez	 <small>Fernando Benitez (Feb 25, 2025 15:58 PST)</small>	02/25/2025
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

# ULSA X CSULA HBS MEETING



GENERAL MEMBERS WELCOME  
BUSINESS PROFESSIONAL ATTIRE



**DATE**

Sunday, March 2nd



**TIME**

12:00PM - 3:00PM



**LOCATION**

CSULA  
5151 State University Dr  
Los Angeles, CA 90032



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