

# 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]	CLUB/ORG: Business Information Systems Club
OFFICER TITLE: [REDACTED]	EVENT TITLE: U-SU San Gabriel Rm 313
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 4/9/2025     SEMESTER: SPRING
CITY: [REDACTED]     STATE: [REDACTED]     ZIP: [REDACTED]	EVENT LOCATION: Business Information Systems Club
PHONE: [REDACTED]     EMAIL: [REDACTED]	TOTAL ATTENDANCE: 10
SIGNATURE: <i>[Signature]</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 9

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

As our first meeting ever, members will have the chance to help shape the direction of the club, present proposals, and gain insights from a distinguished professor (guest speaker) on the role of BIS in the business world.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will enhance the student experience by offering professional development, networking opportunities and a supportive community. It will provide students the opportunity to develop their business and tech skills, preparing them for their future career.

## PART 4 - COST BREAKDOWN

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

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
					Food Item: 2 dozen Empanadas
			Thermal Food Bag	\$16.37	

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$88.64
TOTAL REQUESTED FROM ASI	\$88.64
AMOUNT FROM OTHER SOURCES	\$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 Guest speaker, projector, Bluetooth speakers

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: \_\_\_\_\_



Event Update

## Business Information Systems Club Kick-Off

**[APPROVED]**

### Student Org 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?

Business Information Systems Club at California State University

#### Event Name

Business Information Systems Club Kick-Off

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

### 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 Business Information Systems Club at CSULA is officially launching, and this is the opportunity for members to be part of its foundation. Participating members will have the chance to contribute ideas, shape the club's direction, and connect with others who share an interest in the intersection of business and technology.

The event will feature a distinguished professor as our guest speaker, offering valuable insights into the evolving world of Business Information Systems and its impact across various business disciplines. Whether you are majoring in BIS, finance, marketing, management, or any other business field, this discussion will provide relevant knowledge and skills to help you succeed in today's business environment.

Beyond the speaker session, members will have the floor to share their expectations for the club, propose ideas for future events and initiatives, and suggest ways to structure activities that best support their academic and professional growth. This discussion will ensure that the club serves all business students effectively and fosters a strong sense of community.

To make the experience even better, free food will be provided, giving everyone a chance to network and connect in a relaxed and welcoming environment.

We look forward to seeing you there!

### 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

04/09/2025 - 1:00 PM

#### End Date/Time

04/09/2025 - 2:15 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.

12:50 PM - 2:15 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.

San Gabriel Room - 313

## 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.

[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

## 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

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).

Carlos Rodriguez

### 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.

[20b6f1ba-5a3b-4693-b514-015e7566fcdb.pdf](#)

## 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/studentservices/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?

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

### 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

FREE FOOD

LECTURE/SPEAKER

MEETING

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 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.

**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

A handwritten signature in black ink, reading "Riley Dwyer". The signature is written in a cursive style with a large initial "R" and a heart symbol above the "y".

**Scroll up to submit this form.**



INVOICE

QTY	Description	Unit Price	Total Before Tax	Tax (9.5%)	Line Total
2	Dozen Empanadas	\$33.00	\$66.00	\$6.27	\$72.27
1	Insulated Food Bag	\$14.95	\$14.95	\$1.42	\$16.37
				Total:	\$88.64

SUPPORTING DOCUMENTS

**Empanadas:**

Link to prices: <https://catalinasmarket.com/pages/cafe-catalina>

Picture of Menu:

**Catalina's Market**  
cm  
Since 1967

Buy a dozen Empanadas  
**for \$33 + Tax**  
Dozens are also available  
raw to cook at home  
**for \$33**

**MEAT EMPANADAS**

- Beef** *Our most popular!* **\$2.95 +Tax**  
Ground beef, sautéed onions,  
grated hard boiled eggs, green olive & spices
- Chicken** **\$2.95 +Tax**  
Shredded chicken, sautéed onions & spices
- Spicy Chicken** **\$2.95 +Tax**  
Shredded chicken, sautéed onions, jalapeños & spices
- Ham & Cheese** **\$2.95 +Tax**  
Diced ham mixed with a creamy blend of cheeses
- Chorizo & Cheese** **\$2.95 +Tax**  
Our famous Argentinian sausage,  
homemade chimichurri & a blend of cheeses

**VEGGIE EMPANADAS**

## Thermal Bag:

[Link to Product: Amazon.com: musbus Pizza Bag for Delivery Bag Pizza Carrier Insulated Bags Large for Deliveries, 20x20 inch inches 20 in Food Bag for Personal and Professional Us : Industrial & Scientific](#)

Picture of invoice:

### 3 Review items and shipping

**Want to save time on your next order and go directly to this step when checking out?**

Default to this delivery address and payment method.

✓ Thank you for choosing Amazon Day Delivery.

**Arriving Mar 23, 2025**

Items shipped from Amazon.com



**musbus Pizza Bag for Delivery Bag  
Pizza Carrier Insulated Bags Large for  
Deliveries, 20x20 inch inches 20 in  
Food Bag for Personal and  
Professional Us**

**\$14.95** ✓prime & FREE Returns

Qty: 1

Sold by: xnxxy

Amazon Day Reward

**WARNING:** California's Proposition 65

Add gift options

**Item arrives in packaging that shows what's inside.** To hide it, choose **Ship in Amazon packaging.**

Ship in Amazon packaging

**Choose your Prime delivery option:**

**Tomorrow, Mar 21**

FREE One Day Delivery

**Sunday, Mar 23**

FREE Amazon Day Delivery

✓ **Lower carbon option**

Set preferred day

Get a \$1 digital reward per purchase

**Or choose your pickup location:**

**Pickup available nearby**

Choose a location

Place Your Order and Pay

You'll be securely redirected to Visa to complete this transaction.

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

#### Order Summary

Items:	\$14.95
Shipping & handling:	\$0.00
Total before tax:	\$14.95
Estimated tax to be collected:	\$1.42

**Order total: \$16.37**

Qualifying offers:

- Amazon Day Reward

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

Place Your Order and Pay

You'll be securely redirected to Visa to complete this transaction.

**Order total: \$16.37**

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



## 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: Business Information Systems Club

Event Name/Title: Business Information Systems Club Kick-Off

Event Location: Alhambra Room

Event Start Date: 04/09/2025 Event End Date: 04/09/2025 Hours of Operation: 1:00-2:15pm

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: \_\_\_\_\_

1) Sandwiches- bread, roast beef, bell peppers, provolone cheese 2) Burgers- bread, ground beef, american cheese, lettuce, tomato, onions, sauce, \*potato fries. 3) Gorditas- corn tortillas, carne asada, refried beans, lettuce. 4) Fruit plate- watermelon, cantaloupe, strawberries, grapes, honeydew melon, pineapple

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? Thermal Bags

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*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.

	<u>Keiley Anaya</u> <small>Keiley Anaya (Mar 7, 2025 14:17 PST)</small>	03/07/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina		03/07/2025
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u></u> <small>Daniel Keenan (Mar 10, 2025 10:38 PDT)</small>	03/10/2025
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Mar 11, 2025 15:53 PDT)</small>	03/11/2025
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

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**BUSINESS INFORMATION  
SYSTEMS CLUB**

# **KICK - OFF**

1:00 PM - 2:15 PM

April 9, 2025

U-SU San Gabriel Rm 313



**Join Us!**