FUNDING REQUEST FORM PART 1 - NOTICE & CHECKLIST 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. EQUIRED SUPPORTING MATERIAL ASED ON PURCHASES/EVENT **✓** EVENT ESTIMATES / INVOICES (NOT PAID) **✓** EVENT FLYER WITH ASI LOGO ✓ CSI EVENT REGISTRATION FORM PART 2 - CONTACT & ORGANIZATION OFFICER NAME CLUB/ORG: Kinesiology & Exercise Science Club of CSUL OFFICER TITLE: EVENT TITLE: Sensory Pop-up ADDRESS: DATE(S) OF EVENT: 4/15 and 4/17 SEMESTER: SPRING STATE: EVENT LOCATION: PE building grass area CITY: TOTAL ATTENDANCE: 5 volunteers; guests are passerbys PHONE: EMAIL: EXPECTED CAL STATE LA STUDENTS ATTENDANCE: passerbys SIGNATURE: PART 3 - EVENT DESCRIPTION IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? VES NO HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? BRIEFLY DESCRIBE THE EVENT: Our goal is to share what we've learned about sensory Tabling event to share sensory strategies to passerbys. strategies to help our peers ease academic stress and Guests can make free DIY sensory toolkits, and then anxiety and promote mental health and wellness. We take an anonymous survey for feedback on effectiveness. research to see what serves CSULA students best. PART 4 - COST BREAKDOWN SO DESCRIPTION DESCRIPTION: AMOUNT: AMOUNT.

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				Single-use sensory toolkit supplies	\$136.22

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
MARKETING				Single-use sensory toolkit supplies	\$136.22
				Sensory Pop-Up Canopy Tent 6.5ft	\$76.43
		=	Reusable sensory toolkit supplies	\$35	
				Tablecloth + Curtains	\$37.61
				Optional: Raffle Prize weighted blanket	\$20

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$305.26 \$285.26 TOTAL REQUESTED FROM ASI AMOUNT FROM OTHER SOURCES \$0.00 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We do not have any other financial resources for this event.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





Event Registration

Sensory Pop-up: 4/17



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
- Tier 2 Submitted at least 20 business days in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
- 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?

Kinesiology and Exercise Science Club of California State University, Los Angeles

Event Name

Sensory Pop-up: 4/17

Estimated Attendance

Please describe the estimated attendance of participants for this event.

5

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

Come by the Sensory Pop-up where you can make your own sensory toolkit like DIY stress balls. Also, learn from trained students on sensory strategies to help cope with academic stress and anxiety.

Updates: csulakesclub (instagram)

Want to Volunteer at the Pop-up? Email us at calstatelakesclub@gmail.com

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

04/17/2025 - 1:30 PM

End Date/Time

04/17/2025 - 3:00 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.

15min

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.

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PE building grass area (in front of the mosaic mural; same area as Billie Jean King Statue)

Venue Reservation Required

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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. Tabling

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

None Apply

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. No

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?

Email

Social Media

Social Media Site

Instagram

Social Media Handle

@csulakesclub

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review. 84e47517-769e-4b5f-a2ae-d7d019fa647d.png

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.

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Tags

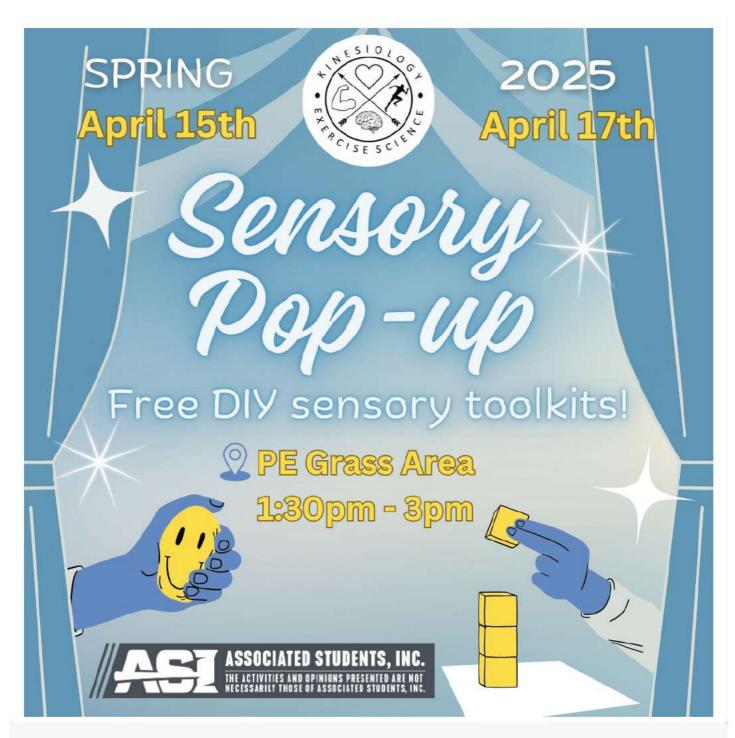
FREE PRIZES/ GIVEAWAYS

HOLISTIC HEALTH AND WELLNESS

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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

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Alcohol

Does your organization plan on serving alcohol at this event?

No

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July Wh

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Tags

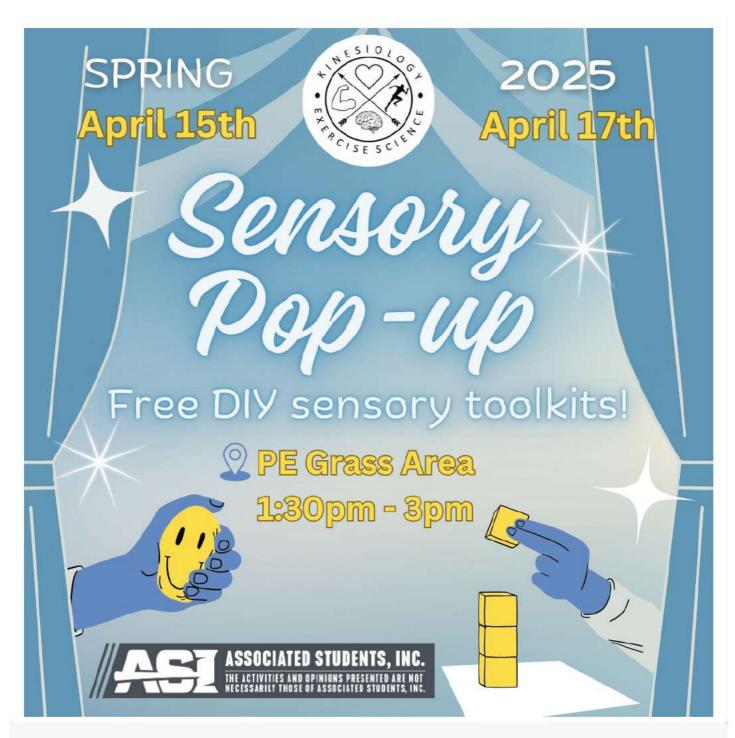
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Signature Pad Field

Scroll up to submit this form.

Wh

SPRING April 15th



2025 April 17th

Sensony Pop-up

Free DIY sensory toolkits!



PE Grass Area

1:30pm - 3pm





ASSOCIATED STUDENTS, INC.

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

Single-Use Sensory Toolkit Supplies (DIY sensory toolkits for guests to take)

Stress Balls

\$13.98 - 2x 50lb of Play Sand (see figure 1.)

\$9.99 - 120 Balloons (see figure 3.)

See attached Dollar Tree Receipt:

- Essential oils
- Plastic Bags
- Storage box to put sand in
- Beads
- Tablecloth (disposable)
- Dry beans
- All purpose-flour



Sensory Bottles

See attached Dollar Tree Receipt:

- Rice
- Food coloring
- Glitter
- Craft bottles





'Reusable' Sensory Toolkit Supplies

\$76.43 -- Canopy Tent 6.6ft X 6.6ft (see figure 2.)

See attached for Statement of Approval for storage.

\$35 -- 200 ct. Markers (see figure 4)

Purpose: Journaling activity

Décor

\$20 -- Tablecloth

\$17.61 -- Sheer Curtains

TOTAL: \$285.26

Raffle Prize (OPTIONAL)

\$20 -- Weighted Blanket (see figure
Anxiety tactile tool.

TOTAL: \$305.26

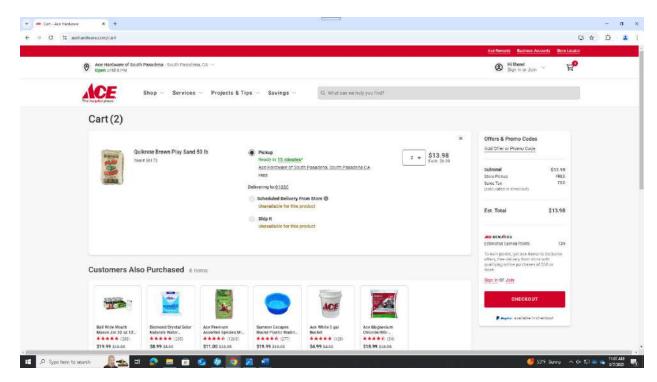
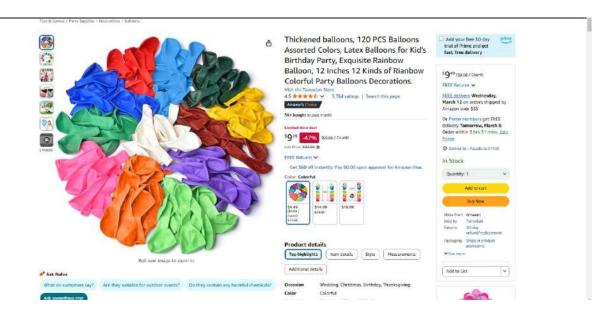


Figure 1







希DOLLAR TREE

Store 4362 3566 Rosenead Blvd Rosenead CA 91770-2053

DESCRIPTION	unan en	Y PRICE	TOTAL
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RENERAL EXEMPT MERC \$0.00
Total \$112.83
Purchase Chitches
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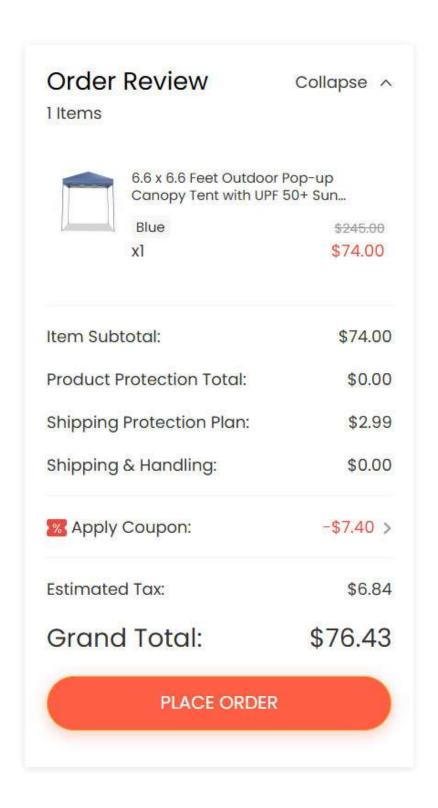


Figure 2.

Statement of Approval

The School of Kinesiology at California State University, Los Angeles and The Kinesiology & Exercise Science Club of California State University, Los Angeles (KES Club) agree to store the Sensory Pop-up canopy tent in PE 42.

President of KES Club and the Kinesiology Department Chair sign in agreement below:

Dr. Christine Dy,

Kinesiology Department Chair

Signature

FEB 28, 2025

Date

Victor J. Arias (Joey),

KES Club President Spring 2025

Signature

3-4-25

Date