

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]	CLUB/ORG: Master of Social Work United (MSW United)
OFFICER TITLE: [REDACTED]	EVENT TITLE: MSW United Presents: A Social Dinner
ADDRESS: [REDACTED]	DATE(S) OF EVENT: April 27th SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Chicago Fire 2416 J St. Sacramento, CA
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 45
SIGNATURE: <i>Suzie Nguyen</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 45

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This social dinner will be for CSULA students who have traveled to Sacramento for the NASW-CA Legislative Event. Students will be able to have discussions with their peers and faculty regarding the event.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will enhance the CSULA experience by giving students the opportunity to build relationships to support their academic and professional journey.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Banquet Purchase Order for 45 people	\$1,282.71		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$1,282.71	OFFICE USE ONLY STAFF INITIALS [REDACTED] TIME STAMP: [REDACTED]
TOTAL REQUESTED FROM ASI	\$1,282.71	
AMOUNT FROM OTHER SOURCES	[REDACTED]	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		
[REDACTED]		



Event Update

MSW United Presents: A Social Dinner

[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?
Master of Social Work United (MSW United)

Event Name

MSW United Presents: A Social Dinner

Estimated Attendance

Please describe the estimated attendance of participants for this event.

45

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

This dinner will be for CSULA students who have traveled to Sacramento for the National Association of Social Work California Chapter Legislative Lobby Days event. At the dinner, students will have the opportunity to engage in discussions with peers and professors to expand their professional network and seek guidance from faculty. This is a great opportunity for students to build relationships to support their academic and professional journey.

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

04/27/2025 - 6:00 PM

End Date/Time

04/27/2025 - 9:00 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.

This event will be taking place at a restaurant.

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://docs.google.com/forms/d/e/1FAIpQLSeLQZIZipnSJrWsTeOz6h1N8RWiKdoeWVyytGXOMZQXxAVxg/viewform?usp=header>

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

Off-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.

2416 J St. Sacramento, CA 95816

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)

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.

Off Campus Event

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

csula_mswunited

Marketing Media Upload*

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

[5a63d6b2-133f-4d50-8239-2f628bd8ee00.jpg](#)

Who is invited to this event?

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 Grafix 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

FOOD

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.



MSW UNITED PRESENTS: A SOCIAL DINNER

APRIL 27, 2025

6PM - 9PM

CHICAGO FIRE

2416 J ST. SACRAMENTO, CA 95816

Join us for a dinner to socialize and network with your fellow CSULA social work students and faculty!

RSVP required



ASSOCIATED STUDENTS, INC.

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

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

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?

Yes

Will your organization advisor be present for the entire event?

Your advisor is required to be at the event for the entire duration. If they are unable to, the request to serve alcohol at this event will not be approved.

Yes

TiPS Trained Members

Please provide the names, phone numbers, and training dates for 2 members who have been TiPS trained and will be at the event for the whole duration.

Suzie Nguyen (626) 672 - 8625 & William Kus (818) 332 - 6077

SMPT Trained Members

Please provide the names, phone numbers, and training dates for 2 members who have been SMPT trained and will be at the event for the whole duration.
Suzie Nguyen (626) 672 - 8625 & William Kus (818) 332 - 6077

The organization affirms that members and guests will not consume alcohol at this event.




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



Food with Soul, Served with Heart

Kordell Lakatos
916-443-0440
2416 J Steet
Sacramento CA 95816

Banquet Purchase Order

Minimum: \$1,000 Date: 4-27-25 Contact: [Redacted]

Table with 4 columns: Items, Price per person, Purchased, Totals. Rows include Rush Street Party, Lake Shore Party, Estimated Drink Tickets, and Additional Items.

Subtotal \$1,012.00

Tax \$88.55

Gratuity \$182.16

Total \$1,282.71



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CSULA_MSWUNITED

ASU

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