

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: _____

CLUB/ORG: Nigerian Student Association
 EVENT TITLE: Nigerian Student Coalition Conference
 DATE(S) OF EVENT: April 25 - 27 SEMESTER: SPRING
 EVENT LOCATION: University Of California, San Diego
 TOTAL ATTENDANCE: 320+
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 14

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 NSCC is an annual event hosted at different California campuses annually. The conference promises a vibrant gathering of students from across California.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 It enhances the CSULA experience by offering students a unique opportunity to engage in cultural celebration, leadership development, and statewide community building.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:
HOSPITALITY	Hotel	\$1,974.40
	Transportation (GAS)	\$200
	Per diem (per person)	\$30

	DESCRIPTION:	AMOUNT:
HONORARIA / CONTRACTS		

	DESCRIPTION:	AMOUNT:
MARKETING		

	DESCRIPTION:	AMOUNT:
OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3,014.40
 TOTAL REQUESTED FROM ASI \$2,174.40
 AMOUNT FROM OTHER SOURCES \$840

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 Attendees will provide their own per diem. Using their personal money for food and other accomondations.

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration

Nigerian Student Coalition Conference

[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?

Nigerian Student Association

Event Name

Nigerian Student Coalition Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

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 Nigerian Student Coalition Conference (NSCC) is an annual event hosted at different California campuses annually. The conference promises a vibrant gathering of students from across California and beyond, united by shared cultural experiences and a commitment to growth, empowerment, and community. This year NSCC is hosted at the University of California, San Diego.

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

04/25/2025 - 9:00 PM

End Date/Time

04/27/2025 - 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.

No clean up needed

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://forms.gle/tA6d3tgSa26hVoj78>

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.

University of California, San Diego - 9500 Gilman Dr, La Jolla, CA 92093

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.

Attending a Conference/Convention/Meeting

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?

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

Which institutions have been invited to this event?

California State University, Northridge. California State University, Fullerton. University of California, Los Angeles. California State University, Long Beach. University of California, Merced. University of California, Berkeley, University of California, Riverside. University of California, Davis. University of California, Irvine.

Who is invited to this event?

Student organization members

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://calstate-la.presence.io/form/u-su-display-case-request>

Tags

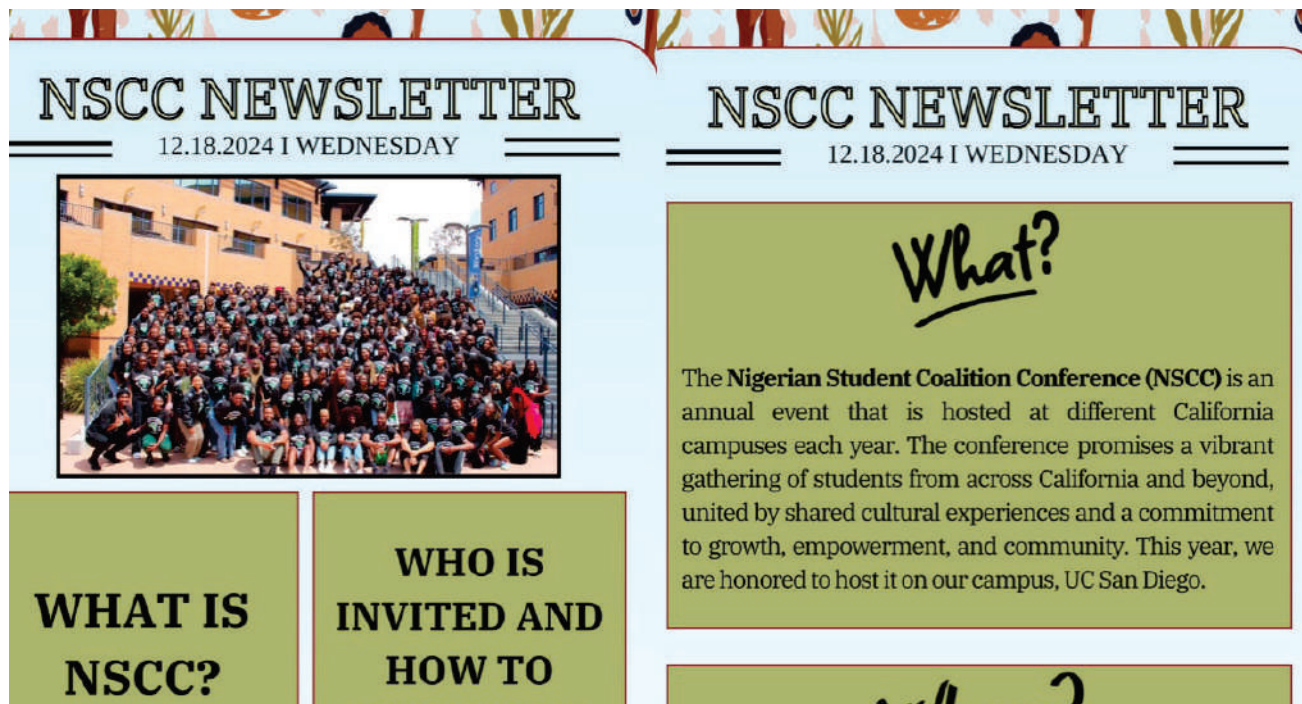
CONFERENCE

EDUCATIONAL

TRIP

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.



	REGISTER?
WHEN IS NSCC?	HOW WILL WE ACCOMMODATE DELEGATES?

When?

Friday, April 25TH, 2024
to
Sunday, April 27TH, 2024




NSCC NEWSLETTER
12.18.2024 | WEDNESDAY

Who?

Students across all California universities and colleges are warmly invited to UC San Diego's campus to engage, connect, and learn throughout the conference weekend.

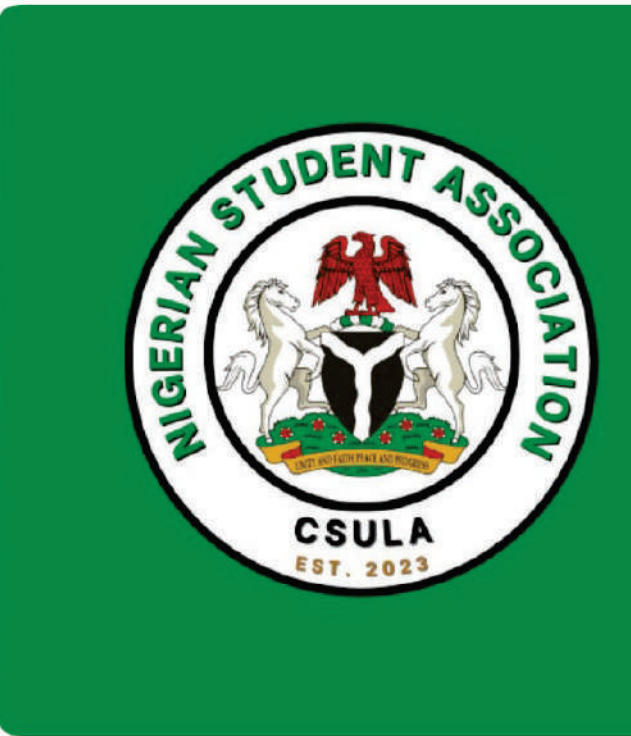
To register, be in communications with your campus' NSA, ASA/ASU, BSU, etc. Let them know to contact our organization to partake in this unforgettable conference and more details regarding the conference will follow! Stay up-to-date with our newsletter on our instagram page: @ucsdnsa!

How?

Hotel accommodations and transportation will be arranged through your respective school. UC San Diego's NSA will coordinate the hotel accommodations for your school's organization. However, it will be up to your school's organization to decide whether they will cover the cost of your hotel stay or if you will be responsible for the expenses.



CSULA



NSA



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)
- RSO funds - on campus account

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)

Yes

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

ASI Recognized Student Organization Account

Student Organization Travel

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
 1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
 2. Your organization should complete the general waiver and emergency form process first **before** completing/submitted the Event Registration form.
 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[f7ae997b-49f3-4fec-b7c4-b3ad586f7099.pdf](#)

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

Event Visibility Options

Hiding from non-members means only students listed as members on your roster on Presence can view this event on Presence. Click this option if it is an exclusive event to only members.

Members-only Check-In means that only those listed on your roster can check into the event.

Members Only Check-in

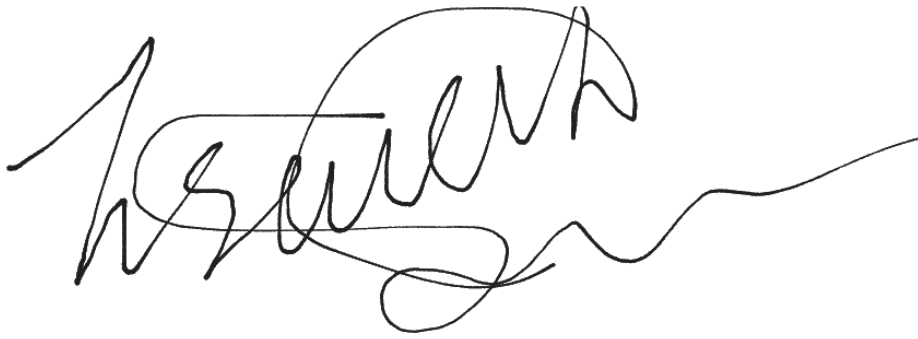
Members Only Check-in

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](#).

Publicity: All publicity material must comply with University Administrative Procedures [AP P003](#) and [AP P007](#). All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after



Invoice

#201960

Feb 26, 2025

Sheraton La Jolla

3299 Holiday Court
La Jolla, CA 92037
858-452-4010

jboville@sheratonlj.com

Bill To:

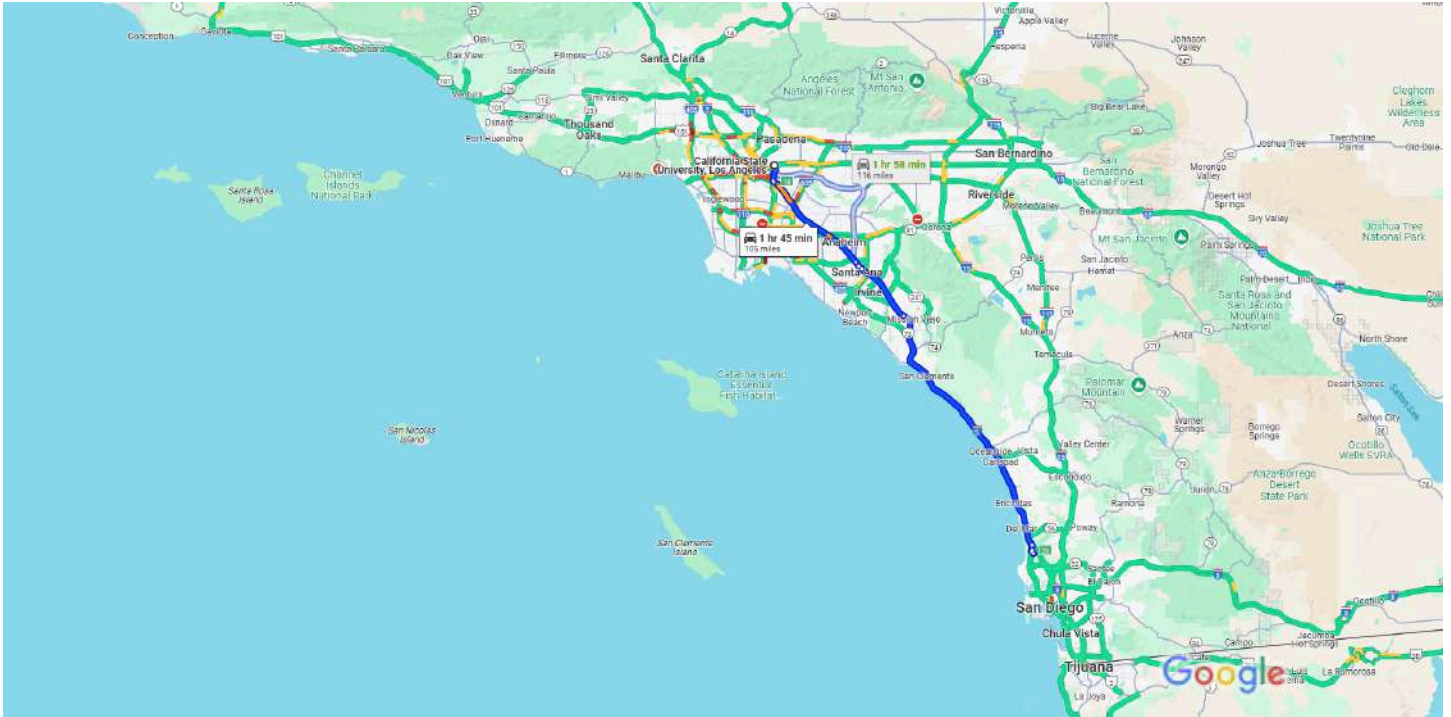
California State University Los Angeles




DESCRIPTION	AMOUNT
Group Rate of \$219.00 + \$27.80 tax = \$246.80 x 8 Room Nights (4 rooms/2 nights/3ppl) April 25 & 26, 2025	\$ 1,974.40
	\$
Estimated balance	\$1,974.40


THANK YOU FOR YOUR BUSINESS!

California State University, Los Angeles Drive 105 miles, 1 hr 45 min to UC San Diego, Gilman Drive, La Jolla, CA



Map data ©2025 Google, INEGI 10 mi

 via I-5 S **1 hr 45 min**
Fastest route, the usual traffic 105 miles

 via CA-60 E and I-5 S **1 hr 58 min**
116 miles

105 miles x 0.67 = \$70.35 (one way)

Explore nearby University of California San Diego



Restaurants



Hotels



Gas stations



Parking Lots



More

Live traffic

Fast  Slow

NSCC NEWSLETTER

12.18.2024 | WEDNESDAY



WHAT IS NSCC?

WHO IS INVITED AND HOW TO REGISTER?

WHEN IS NSCC?

HOW WILL WE ACCOMMODATE DELEGATES?

NSCC NEWSLETTER

12.18.2024 | WEDNESDAY

What?

The **Nigerian Student Coalition Conference (NSCC)** is an annual event that is hosted at different California campuses each year. The conference promises a vibrant gathering of students from across California and beyond, united by shared cultural experiences and a commitment to growth, empowerment, and community. This year, we are honored to host it on our campus, UC San Diego.

When?

Friday, April 25TH, 2024
to
Sunday, April 27TH, 2024



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To register, be in communications with your campus' NSA, ASA/ASU, BSU, etc. Let them know to contact our organization to partake in this unforgettable conference and more details regarding the conference will follow! Stay up-to-date with our newsletter on our instagram page: @ucsdnsa!

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CSULA

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



NSA