

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: Rehabilitation Counseling Association
 EVENT TITLE: RCA Spring Mixer
 DATE(S) OF EVENT: 03/21/2025 SEMESTER: SPRING
 EVENT LOCATION: KH- D2075
 TOTAL ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Connection to jobs and internship opportunities, students

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Meet other students and faculty in their major, and related programs

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	(50) Disposables	37.50
	(18) Chipote Cream Penne Pasta w/Ch	270.00
	(18) Pesto Cream Penne Pasta w/ Chick	270.00
	(14) Vegetable Lasagna	252.00
	Tax	78.80

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$908.30
 TOTAL REQUESTED FROM ASI \$908.30
 AMOUNT FROM OTHER SOURCES 0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 none

OFFICE USE ONLY

STAFF INITIALS _____
 TIME STAMP: _____



Event Registration
RCA Spring Mixer

[APPROVED]

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?
Rehabilitation Counseling Association

Event Name

RCA Spring Mixer

Estimated Attendance

Please describe the estimated attendance of participants for this event.
50

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If the event involves an off-campus, high profile guest and/or speaker

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

Networking
connection to jobs and internship opportunities .
learn more about the program

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

03/21/2025 - 3:00 PM

End Date/Time

03/21/2025 - 5:00 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.
2:00 PM- 6:00 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?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires <http://> or <https://>

<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fforms.office.com%2F%2FhBrYfgTQ3&data=05%7C02%7Crmancil7%40calstatela.edu%7C86f64dfad6940525cb708dd55d0d284%7Cce8a2002448f4f5882b1d86f73e3afdd%7C0%7C0%7C63876107>

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

On-Campus

On Campus Locations

Classroom Space

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.

KH- D 2075

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.
Social Program

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.
Yes

Who will be providing the food?

University Catering (UAS)

UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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?

Email
Social Media

Social Media Site

Facebook
Instagram

Social Media Handle

@RCACSULA

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.
[0a1094f0-fa7a-41aa-9879-10b230958ada.png](#)

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)

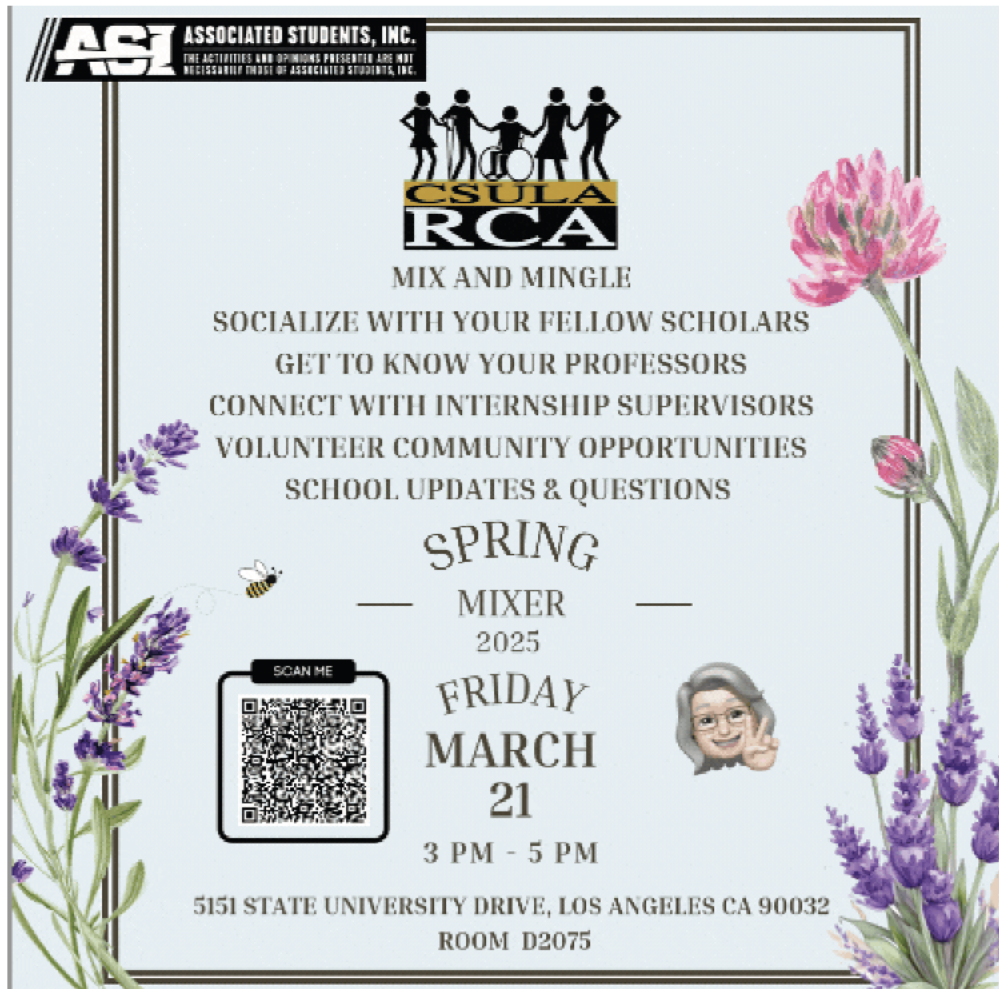
Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

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>

CAREER/PROFESSIONAL DEVELOPMENT

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 exceptions 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://ascalstatela.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.
 Item Sale (store bought foods or merchandise)

Item Sale - Please describe the items being sold and how funds will be collected.

Store-bought food items or merchandise.

"Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval"

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.
 T-shirts cash

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?

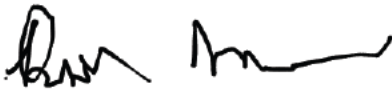
No

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 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 the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

Student Organization Event Resources

Additional Required Forms

The following form may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- [Temporary Food Facility Permit](#)
- [Food Permit Guidelines](#)
- [Request to Serve Alcoholic Beverages Form](#)
- [Event Outline](#)

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the [University-Student Union Operations](#).

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the [Use of Facilities](#) website and [Administrative Procedure 505 Use of Facilities and Equipment](#):

- [External Space Reservation Form](#)
- [Filming Request Application](#)
- [Amplified Sound Form](#)



Golden
Eagle
Hospitality

for: Event # E42760
on: Friday, March 21, 2025

Client/Organization Rehabilitation Counseling Association	Event Date 3/21/2025 (Fri)	Booking Contact [REDACTED]	Event # E42760
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel Guests 50 (Act)
Party Name RCA Spring Mixer	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:15 pm	3:30 pm	King Hall	Drop-Off - Dispo:

Food & Beverage

Food/Service Items	Unit	Price	Total
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Drop off to King Hall #D2075
for 3:30 PM

(50) Disposables	Each	0.75	37.50
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****Individually Packed Meals****

(18) Chipotle Cream Penne Pasta w/ Chicken	Each	15.00	270.00
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(18) Pesto Cream Penne Pasta w/ Chicken	Each	15.00	270.00
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(14) Vegetable Lasagna	Each	18.00	252.00
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****IN DISPOSABLES****

(50) Chef's Choice Salad w/ dressing	Guest(s)		
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(50) Bread and Butter	Guest(s)		
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*No beverages

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	829.50	0.00	0.00	0.00	0.00	0.00	0.00	829.50
Taxes	78.80	0.00	0.00	0.00	0.00	0.00	0.00	78.80
Total	908.30	0.00	0.00	0.00	0.00	0.00	0.00	908.30

Subtotal	829.50	Paid	0.00
Tax	78.80	Balance	908.30
Service Charge	0.00		
Total Value	908.30		

3/5/2025 - 3:59:31 PM

Client Signature: _____

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UAS Staff
Signature: _____



MIX AND MINGLE

- SOCIALIZE WITH YOUR FELLOW SCHOLARS
- GET TO KNOW YOUR PROFESSORS
- CONNECT WITH INTERNSHIP SUPERVISORS
- VOLUNTEER COMMUNITY OPPORTUNITIES
- SCHOOL UPDATES & QUESTIONS

SPRING

MIXER
2025

FRIDAY
MARCH
21

3 PM - 5 PM



5151 STATE UNIVERSITY DRIVE, LOS ANGELES CA 90032
ROOM KH D2075

