

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: *Oscar Vazquez Jr*

CLUB/ORG: ABSN Honors Society
 EVENT TITLE: Nursing Pin Purchase event
 DATE(S) OF EVENT: 5/14/25 SEMESTER: SPRING
 EVENT LOCATION: PACSON / Salazar Hall
 TOTAL ATTENDANCE: 75
 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:

The ABSN Honor Society will host a one-week pin purchase event for ABSN, BSN, and Cal State LA students, faculty, and loved ones. Funds will support the distribution of student-voted nursing

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event promotes student pride and inclusion by helping all graduating nursing students (+ their families and CSULA friends) participate in a meaningful professional milestone, regardless of financial barriers.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				3D Pins with Enamel	641.11

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 641.11
 TOTAL REQUESTED FROM ASI 641.11
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We are leveraging student volunteer time, Honor Society leadership coordination, and university-approved vendors for cost transparency. No external revenue sources are

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]

Event Registration

ABSN Cohort 21 Pin Sale

[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?

ABSN Honor Society

Event Name

ABSN Cohort 21 Pin Sale

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

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

ABSN Honor Society will be hosting a sale for Cohort 21 class pins.

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 - 8:00 AM

End Date/Time

04/09/2025 - 12:00 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.

8:00 AM- 8:00 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?

No

On Campus Locations

Classroom Space

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.

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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

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?

Other

What other methods of marketing will your organization use?

Posting on the cohort discord and announcing in class

Who is invited to this event?

Closed to Guest List

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.

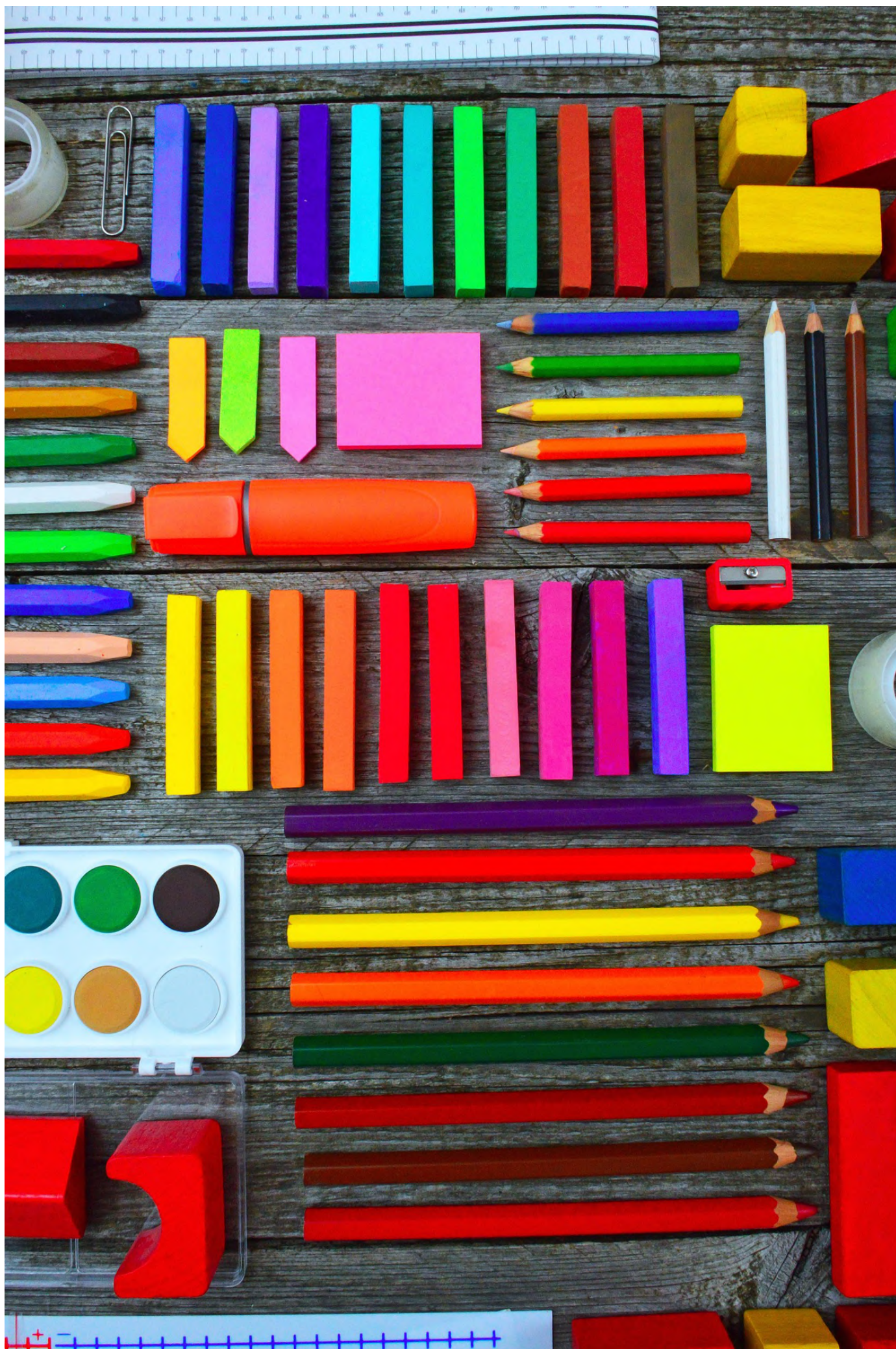
Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:
<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

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 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.

We will be selling a cohort pin that has been designed by our class.

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

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



CAL STATE LA ABSN Honor Society

PATRICIA A. CHIN
SCHOOL OF NURSING

ABSN COHORT 21 PIN SALE

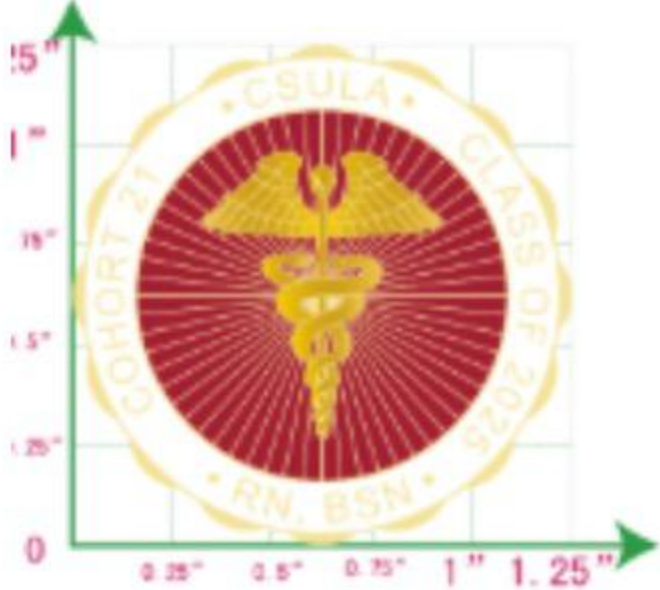
Wednesday May 14th, 2025

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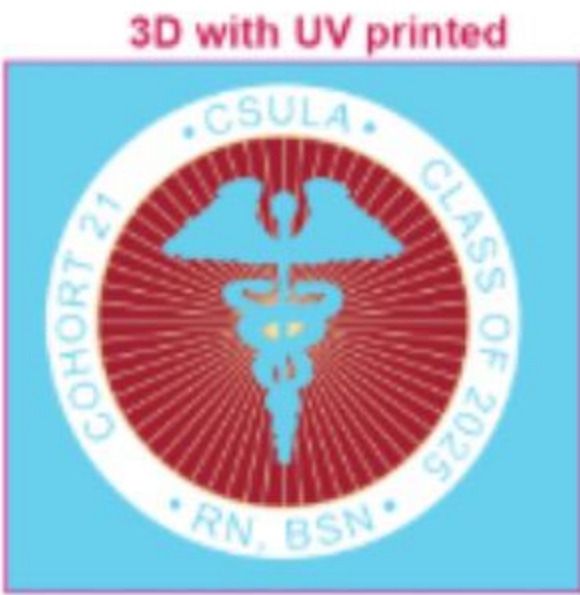
Proof 3D Pins With Enamel

Products Details

actual size 1.25"
#3 Front:

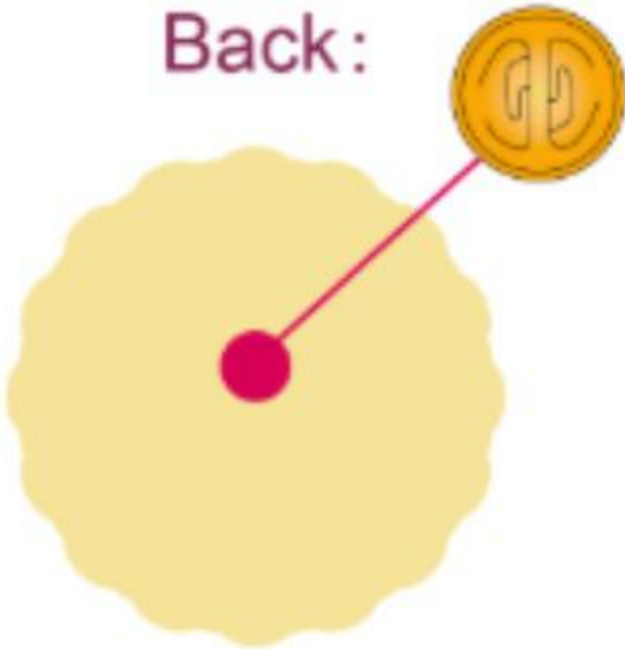


- Raised Shiny Gold Metal
- 3d- Shiny Gold Metal



Background Color -not part of design.
just for contrast

Back:



Item Name:	3D Pins With Enamel
Size:	1.25 Inches
Plating / Finish:	Shiny Gold Finish
Amount of Colors for Pin:	5 Colors or less
More Options:	No Upgrades
Attachment:	Military Clutch
Back Side Option:	Standard Back
Packaging Options:	Poly Bag
Delivery Date:	30 business days for production and shipping, shipped by sea
Expected Delivery Date:	04/19/2025
Comments:	image #1 includes the correct - writing content [RN,BSN : COHORT 21 : CSULA : CLASS OF 2025] - order & placement [in the order going clockwise as shown in the photo and written above] image #2 includes the correct - colors - design - font [the only thing that is changing from image #2 is the content of the writing which image #1 helps provides a rough look on correct writing content and the order in which its placed]

View



Download

Quantity:	100
Unit Price:	\$4.52
Setup Fee:	\$0.00
Mold Fee:	\$143.00
Sales Tax:	+ \$46.11

Additional Costs:	+ \$0.00
Total:	\$641.11

18:40



GSJJ >
Active now



GSJJ

gsjj_official

22K followers · 929 posts

You don't follow each other on Instagram

[View profile](#)

13:09

Hi there!! I was wondering if your pin shop is sweatshop free?

18:37

Hi there! Thanks for reaching out with such an important question!



We're committed to ethical manufacturing practices. All our pins are produced in certified facilities that ensure fair wages, safe working conditions, and no forced labor.



Message...

