

## FUNDING REQUEST FORM

## PART 1 - NOTICE &amp; 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 &amp; ORGANIZATION

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

SIGNATURE:

CLUB/ORG:

Claw Command Hacking Club

EVENT TITLE:

Claw Command Kickoff!

DATE(S) OF EVENT:

April 17

SEMESTER:

SPRING

EVENT LOCATION:

ET B-105

TOTAL ATTENDANCE:

40

EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

40

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The Claw Command Kickoff Meeting, learn how we're building a community of cybersecurity enthusiasts! Discover upcoming events, connect with like-minded peers, and explore opportunities to grow your skills.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program invites all Cal State LA students to explore what Claw Command Hacking Club has to offer in community building as well as garner curiosity in the exciting world of cybersecurity!

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Dave's Hot Chicken - Chicken Sliders	\$210		Speaker - DualD, DefCon Legend	\$410
	Dave's Hot Chicken - French Fries	\$48			
	Dave's Hot Chicken - Cauliflower Slides	\$85			
	Soda Variety Pack	\$42			
	Water	\$10			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	Club T-Shirts	\$381.23			

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

\$1186.23

TOTAL REQUESTED FROM ASI

\$1190.00

AMOUNT FROM OTHER SOURCES

\$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

## OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Registration

## Claw Command Kickoff!

[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?

Claw Command Hacking Club

#### Event Name

Claw Command Kickoff!

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

### Event Description

## Presence to all students.

### About the event

Calling all Cal State LA students! Join us for the Claw Command Kickoff Meeting, meet a new Cybersecurity Club and learn how we're building a community of cybersecurity enthusiasts.

What We're About:

- Attending cool hacker meetups and conferences together
- Competing in Capture the Flag (CTF) challenges
- Hosting hands-on workshops

Discover upcoming events, connect with like-minded peers, and explore opportunities to grow your skills. Open to all—no experience needed! Let's kick off this exciting journey together!

### 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 - 3:00 PM

### End Date/Time

04/17/2025 - 4:00 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.

Set Up 2:30 PM - 3:00 PM; Clean Up 4:00 PM - 4:30 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

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.

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.

ET B-105

## 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.

Jae Kim

### Officer Contact Phone Number

3233870127

### Contact Email

Provide the officer's email address.

hkim209@calstatela.edu

### Organization Advisor Email

Provide the advisor's Cal State LA email address.

ywang11@calstatela.edu

### 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.

Curtis Wang

## 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.

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.

Yes

### Who will be providing the food?

Student Organization

### Temporary Food Permit Form Upload\*

A completed, signed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[6bcbe72f-2ae8-4523-906f-42297189416b.pdf](#)

## 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?

### What other methods of marketing will your organization use?

Discord, Flyers

### Who is invited to this event?

Student organization members

Cal State LA Community

General Public

### 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

FREE 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.

# Kickoff Meeting



A cyber club for everybody.  
April 17th, 2025, 3PM – 4PM  
Circuit Space, ET B-105



Scan here to join Club Discord  
<- Challenge

Event Funding

What funding source is being used for this event?

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](mailto: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?**

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 2 weeks for this form to be reviewed by

YOUR BAG

📍 ROSEMEAD,CA-ROSEMEAD/MARSHALL

[Change](#)

**Open** Closes at 11:00 PM • Pickup • 5.38mi

3642 Rosemead Blvd., Rosemead, CA 91770



HOT BOX - SLIDERS

Lite Mild | Medium

\$210.00

- 3 +



BOX OF FRIES

\$48.00

- 4 +



CAULI SLIDER HOT BOX

No Spice | Lite Mild

\$85.00

🗑️ 1 +



Subtotal

\$343.00

Tax

\$32.59

**TOTAL**

**\$375.59**

Pay (\$375.59)



Coca-Cola Mini, Variety Pack, 7.5 fl oz, 30-count

Item 1579880

\$20.99

—

2

+

Remove

Total  
\$41.98

[Add to List](#) | [Save for Later](#)



Pure Life Purified Water, 8 fl oz, 24-count

Item 1768776

\$4.99

—

1

+

Remove

Total  
\$4.99

[Add to List](#) | [Save for Later](#)

Subtotal

Shipping

2-Day De

Estimate

Applicable

# Invoice

**Date**

4/7/2025

**Invoice Number****Amount Due**

1 \$381.23

**Ship date**

4/15/2025

**Ship via**

IN PERSON

**Terms**

N/A

**Vendor****Name**

Sergio Vasquez

**Ship to**

JAE KIM

COMMAND CLAW HACKING CLUB

**Item #****Qty****Unit price****Total price**

SMALL

8

\$8.00

\$64.00

MEDIUM

13

\$8.00

\$104.00

LARGE

14

\$8.00

\$112.00

EXTRA LARGE

5

\$8.00

\$40.00

LOGO VECTORIZATION

1

\$25.00

\$25.00

Subtotal

\$345.00

Shipping & handling

\$0.00

Tax rate

10.50%

Sales tax

\$36.23

**Balance Due**

**\$381.23**



# Kickoff Meeting



A cyber club for everybody.  
April 17th, 2025, 3PM – 4PM  
Circuit Space, ET B-105



Scan here to join Club Discord  
<- Challenge



## Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

**Note:** This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

### Event Information:

Name of Student Organization: Claw Command Hacking Club

Event Name/Title: Claw Command Kickoff!

Event Location: ET B-105

Event Start Date: 04/17/2025 Event End Date: 04/17/2025 Hours of Operation: 3PM - 4PM

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

### Food Handler(s) Information:



#### Food Handler Certificate(s)

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

**Note:** At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event at all times. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

**Food Type/Source Information:** ☐ Snack Sale ☐ Food Sale ☐ Catering ☒ Other: Dave's Hot Chicken, Costco

List exact food/beverage(s) that will be sold/served, including ingredients: \_\_\_\_\_

Chicken Sliders (Chicken Sandwiches), Cauli Bites (Fried Cauliflower), French Fries, Water Bottles, Sodas

Will alcohol be served/sold? ☐ Yes ☒ No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? Food will be picked up 15 minutes before the start of the event.

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Daves Hot Chicken

1350 E Colorado St, Glendale, CA 91205

Costco Wholesale

2207 W Commonwealth Ave, Alhambra, CA 91803

*For more locations, add them on a page as and attach it.*



## Catering/Vendor Information:



If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- ☐ County of Los Angeles Public Health Permit
- ☐ Business License
- ☐ Sellers Permit
- ☐ Certificate of Liability Insurance

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

		03/23/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Mar 26, 2025 09:02 PDT)</small>	03/26/2025
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
DK	<u>DK</u> <small>DK (Mar 26, 2025 09:56 PDT)</small>	03/26/2025
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Mar 26, 2025 15:08 PDT)</small>	03/26/2025
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE