ASSOCIATED STUDENTS, INC.

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
- [x] EVENT ESTIMATES / INVOICES (NOT PAID)
- [ ] EVENT FLYER WITH ASI LOGO
- [ ] REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ▓▓▓▓▓▓▓▓

OFFICER TITLE: ▓▓▓▓▓

ADDRESS: ▓▓▓▓▓▓

CITY: ▓▓▓▓   STATE: ▓▓   ZIP: ▓▓▓

PHONE: ▓▓▓▓▓   EMAIL: ▓▓▓▓▓▓▓

SIGNATURE:

CLUB/ORG: Statement Magazine

EVENT TITLE: Statement 75th Anniversary Magazine Launch

DATE(S) OF EVENT: May 6th, 2025   SEMESTER: SPRING ▼

EVENT LOCATION: Alahambra Room/Los Angelese Room

TOTAL ATTENDANCE: 200

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100 plus

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event celebrates Cal State LA's historic magazine's 75th Aniverary issue. This event aims to celebrate Statement history, showcase the latest issue, live readings

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Celebrating and bringing more awareness to CSU's 2nd oldest running magazine. Highlighting students who worked on the magazine, and providing a place to showcase their works and invite the community to participating

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
10 Medium Sandwich Tray	$1000.00
Disposables	$150
Coffee Service	$30
Water	

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:
3D printing honoring contributers	100

MARKETING

DESCRIPTION:	AMOUNT:
200 buttons	15.00
button making machine	$65.99
100 Totes	426.00
200 bookmarks	50.40
Pamphlet Printing	$80

OTHER

DESCRIPTION:	AMOUNT:
Cardboard & Construction Paper	$20
Pennant Banner	$50
Bouquet & Vase	$75
ymmetrical Stage Floral Arrangements	$500

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 5000

TOTAL REQUESTED FROM ASI: 2437

AMOUNT FROM OTHER SOURCES: 2500

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT?

Club funds, CSULA English Department, etc.

OFFICE USE ONLY

STAFF INITIALS:

TIME STAMP:

ASI

Event Registration

75th Annual Statement & Literary Magazine Launch Party

[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?
Statement magazine

Event Name

75th Annual Statement & Literary Magazine Launch Party

Estimated Attendance

Please describe the estimated attendance of participants for this event.
200

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

Statement and Literary Magazine is the oldest published, student-led magazine on campus, featuring literature and artwork by talented writers, poets, and artists. This year, we are celebrating the 75th anniversary of Statement Magazine by commemorating and honoring past editions and contributors to Statement Magazine. Join us for a series of speakers, music, merch, refreshments, awards, and a celebration of 75 years of creativity and hard work.

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
05/06/2025 - 6:00 PM

End Date/Time
05/06/2025 - 8:00 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.
4:30 PM - 9:00 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://forms.office.com/Pages/DesignPageV2.aspx?origin=NeoPortalPage&subpage=design&id=AiCKzo9EWE-Csdhvc-Ov3X4QrEuvR8pLilbSLkljRy5URFg5U1MwQkk1Q0o5ODdaT05JMTBOVU5YWC4u

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

On-Campus

On Campus Locations

University-Student Union Building

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.
Los Angeles Room ABC and Alhambra Room

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?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

English Department

Who initiated the conversation on collaborating for the event?

Statement & Literary Magazine

How will your organization be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

Statement & Literary Magazine will be involved in setting up video entertainment, organizing student speaker's to present their creative works, distributing awards to collaborators, and decorating the venue.

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.
Recreational Program

Guest Speaker (s)

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
None Apply

Please list the name(s) of your invited guest speaker(s).

Statement Magazine members and guest CSULA student speakers

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/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?

Email

Social Media

Social Media Site

Instagram

Social Media Handle

statementlitmag

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.
b1084ad0-60db-44b5-b3b9-85d17c085886.png

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

COMMUNITY BUILDING AND CELEBRATION   MUSIC & ENTERTAINMENT

LECTURE/SPEAKER   FREE FOOD   FREE PRIZES/ GIVEAWAYS

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.

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?

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 Guidellines

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.
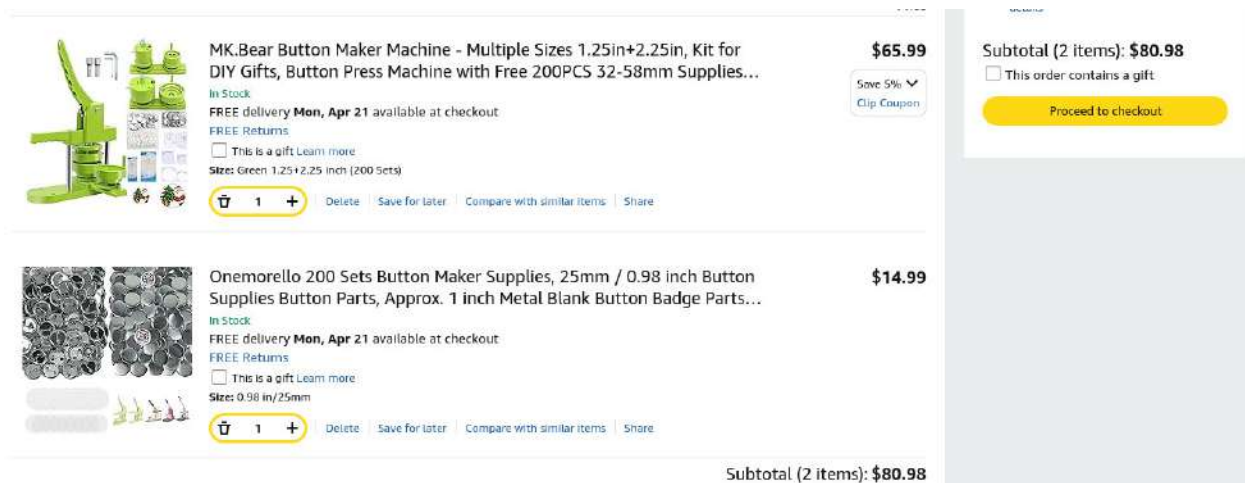
Publicity: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be

Statement Funding Doc

Max spending is $ 3,000

👍(02-25-2025) Nathan: we want 175 buttons; this link gives us **200 button making materials**:
https://www.amazon.com/dp/B0BWLLM87H?ref=cm_sw_r_cso_cp_apin_dp_YSD6155Q2JF1Z
BNCF9J0&ref_=cm_sw_r_cso_cp_apin_dp_YSD6155Q2JF1ZBNCF9J0&social_share=cm_sw_
r_cso_cp_apin_dp_YSD6155Q2JF1ZBNCF9J0&starsLeft=1&th=1

58mm cost $29.99; Ideal size: 25mm cost $14.99

👍(02-04-25) Nathan: Button Making Machine:
https://www.amazon.com/dp/B0B3QCN52P?ref=cm_sw_r_cso_cp_apin_dp_NPXJ34DB8847B
HP3K4B0_1&ref_=cm_sw_r_cso_cp_apin_dp_NPXJ34DB8847BHP3K4B0_1&social_share=cm
_sw_r_cso_cp_apin_dp_NPXJ34DB8847BHP3K4B0_1&starsLeft=1&skipTwisterOG=1&th=1

$65.99

(02-28-2025) Jessie: **Totes**; totes it would be $176 for just the tote bags and the designs we
would have to outsource being an additional cost $250
[NEED LINK]

$176 + $250 = $426

(04-11-2025) Bookmarks

https://www.gotprint.com/products/bookmarks/order?size=167&paper=77&color=1&quantity=10
0

$25.20

Total Estimate: $532.18

—

3D printing trophies VIA G.E.M Labor & Time
[COST PENDING; Est. $100]
—'

Statement Launch Event: Decorative Proposal
This proposal outlines a decorative plan for the Alhambra Room and The Los Angeles Room at Cal State LA for Statement and Literary Magazine's 75th Magazine Launch Event.
The decorative plan aims to emphasize the speakers who will go up on the podium and create a warm, relaxed, semi-formal vibe that will express the theme of "Time" in accordance with Statement's 75th anniversary.
The objectives of the decorative plan are to express the theme of time, commemorate previous contributors of the magazine, and award key figures who helped in the process of creating our magazine.
Our design concept is to keep decorations simple; we want more of the emphasis to go on the speakers and presenters. We would like to add curtains behind the speaker's podium. We want to add a banner that states in bold letters, "Statement Magazine 75th Anniversary Launch Event." In a classy vase, we want to add white flowers that will sit on the speaker's podium. The color scheme will be white, black, tan, and beige. Streamers will be adorned around the room, along with more vases with white flowers. Previous artwork by artists will be hung along the walls. Lighting will be dim for the most part, but during the awards ceremony, lighting will be brighter.
The necessary materials for our decorative plan are curtains, paper, ink, markers, flowers, vases, cardboard, ribbon, and streamers. For renting or buying the curtains, we would imagine that we would need about $50. The banner can be created by us or ordered; that would be up to $50. Buying about five bouquets would be around $60. About five vases would be around $60 as well. Cardboard, paper, ink, and markers could be up to $100 in total. Streamers and ribbons can be bought per roll, which can be up to $50. That puts our total at about $370. In addition to this, we will begin prepping everything in advance.
A timeline of this process would include finalizing decisions by the first week of April. By the second week, we will start looking at the most economical and efficient options. By the third week, we will have purchased all our materials. By the fourth week, we will begin prepping anything that needs to be done beforehand.

Food: $1500
[insert link]

Catering Funding Request
We are requesting funds for food and beverage service through Cal State LA Catering for an estimated 200 guests. The order includes:
- 10 Medium Sandwich Trays – $1,000
 Each tray includes twelve 6" sandwiches, cut in half to create 200 total portions.
 Breakdown: 40 Italian, 20 Ham & Swiss, 20 Roasted Turkey, 20 Tuna.

- Disposables – $150

Includes utensils, napkins, plates, and other necessary items at $0.75 per person.

- Coffee Service – $30
Bottled Water – Pending Quote

Total Requested (excluding water): $1,180

Decor & Visuals Funding Request
We are requesting support for materials and decorations to elevate the visual experience of our Launch Event. The items include:

- Cardboard & Construction Paper – $20
 For DIY clock-themed centerpieces in the Alhambra Room.

- Pennant Banner – $50
 Custom-printed through Vistaprint, featuring art from the CSULA brand or the magazine cover, to decorate the Los Angeles ABC Room.

- Bouquet & Vase – $75
 A professionally arranged floral centerpiece for the Alhambra Room.

- Symmetrical Stage Floral Arrangements – up to $500
 Two matching arrangements for the stage in the Los Angeles ABC Room, provided by a professional florist (includes delivery and setup).

- Pamphlet Printing – $80
200 single-sided 4" x 9" matte cover handouts featuring the event itinerary.

These decorations will contribute to a polished, celebratory atmosphere befitting the occasion.

Total Requested: $2,437

YOU ARE INVITED TO

LAUNCH Party

Come celebrate the stunning 75th anniversary of Statement Magazine!

Free food and merchandise will be handed out!

RSVP TODAY:

DOORS OPEN:
6:00 PM

6
MAY
TUESDAY

EVENT TIME:
6:30-8:00 PM

Los Angeles ABC Room

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