

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] CLUB/ORG: ULSA

OFFICER TITLE: [REDACTED] EVENT TITLE: End of the Year Event

ADDRESS: [REDACTED] DATE(S) OF EVENT: May 6th, 2025 SEMESTER: SPRING ☒

CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED] EVENT LOCATION: KH C2094A

PHONE: [REDACTED] EMAIL: [REDACTED] TOTAL ATTENDANCE: 25

SIGNATURE: *Jonathan* EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

This is an end of the year mixer for students to come de-stress before finals.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

We believe that engaging in calm community activities can be a great support for cal state la students' mental health especially during finals.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				slime making materials	80
				journal crafting materials	65
				painting supplies	60

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 205

TOTAL REQUESTED FROM ASI 205

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Registration

End of the Year Event

[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?

Urban Learning Student Association

Event Name

End of the Year Event

Estimated Attendance

Please describe the estimated attendance of participants for this event.

25

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

Beso is planning an end-of-the-year cool-down event for students to relax, study, and hang out. We want attending students to craft journals, make slime, paint, and hang out with each other before the semester ends. We also want to have raffles to encourage more participation. This event is planned for Tuesday, May 6th, 2025, and will be held in the ULRN center (KH C2094A) or King Hall courtyard. Students may walk in and out from 11 am to 4 pm according to their desired schedule.

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 - 11:00 AM

End Date/Time

05/06/2025 - 4:30 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.
clean up 4:30-5:00pm

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.

King Hall C2094A (ULRN Center)

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?

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.

BESO - Bilingual Education Student Organization

Who initiated the conversation on collaborating for the event?

ULSA

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.

ULSA vice president and BESO social relations officer, Janneth, has been working with Urban Learning Coordinators to plan the event. She will be present at the event and monitoring it.

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?

Social Media

Social Media Site

Instagram

Social Media Handle

calstatela.beso

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[b69e8a5e-1786-45cc-9ebb-ec7a2d899188.png](#)

Who is invited to this event?

Student organization members

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 Grafix 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

HOLISTIC HEALTH AND WELLNESS

SOCIAL

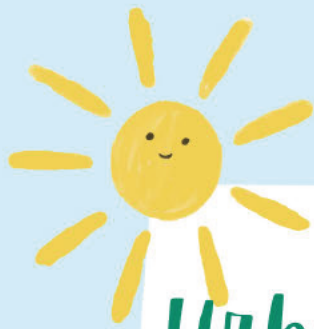
Cover Image

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.



ASSOCIATED STUDENTS, INC.

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



Urban Learning Center End of the year Event

Join us for a day of
de-stressing, crafts,
raffles, and fun!

May 6th, 2025

Walk in from 11am-4pm

KING HALL C2094A

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.

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

Notes

Event Notes

Is there any information that you have not shared that we should be made aware of.

not applicable

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

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](#)

Slime Making Materials:

Item	Price and Quantity	Item total
Glue	elmers 1 gallon	\$21.69 on amazon https://a.co/d/bbbUmVL
Borax	1 box of borax (solution)	\$12.49 on amazon https://a.co/d/hOdRJrF
Mixing Bowls and Tools	bowl kit with mixing spoon	\$8.29 on amazon https://a.co/d/5R5SVLh
Shaving Foam	shaving foam x2	\$6.58 on amazon https://a.co/d/2t3m5z2
Glitter	pack of assorted glitter	\$9.99 on amazon https://a.co/d/cualKjy
Food Coloring	pack of food coloring	\$7.99 on amazon https://a.co/d/hNgkpti
Slime Storage	pack of plastic containers	\$8.99 on amazon https://a.co/d/dZIIVVE
Totals:		\$80

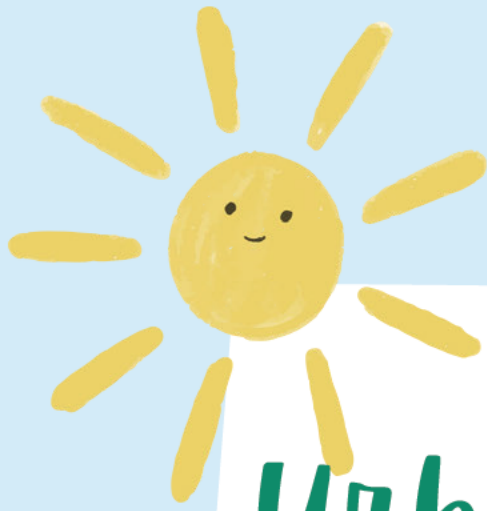
Journal Crafting Materials:

Item	Price and Quantity	Item total
Mini journals bulk	pack of mini journals plain	\$18 https://a.co/d/4PjaFNC
markers	crayola markers pack	\$20 https://a.co/d/4eTYaQQ
Wash tape for journals	wash tape kit for journaling x2	\$13 https://a.co/d/a6jfmOA
stickers kit	pack of random stickers	\$9.99 https://a.co/d/ezu7L0m
totals:		\$65

Painting Supplies

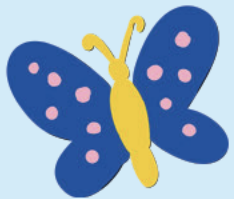
Item	Price and Quantity	Item Total
Mini Canvas	48 pack (students may paint more than one image)	\$29.99 https://a.co/d/aja0OEH
Water colors	2 watercolor sets (many students can paint at the same time)	\$7.99 x 2 https://a.co/d/8N2IB4U
paint brushes	brush kit	\$8.99 https://a.co/d/3u9F0d8
total:		\$60

TOTALS: 205



Urban Learning Center End of the Year Event

Join us for a day of
de-stressing, crafts,
painting, and fun!



May 6th, 2025

Walk in from 11am-4pm
KING HALL C2094A

