



ASI Recognized Student Organization Funding Request Form

Master of Social Work United (MSW United)

Pending Approval

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

Prior -

- *Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.*

After -

- *ASI may consider allocating funds after an event has occurred.*
- *Post-event funding requests will only be considered in the semester when they occur.*
- *The last day to submit a funding request is the deadline for the last Finance meeting of the semester.*

Funding Submission Deadline & Finance Committee Dates

The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: <https://asicalstatela.org/club-funding-proposals-deadline>

Student Organization & Officer Information

Organizations

Master of Social Work United (MSW United)

Officer Name

[REDACTED]

Email Address

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.

[REDACTED]

Officer Position

President

Event Information

An RSO can request funds for multiple events on one funding request form if the events are connected (i.e., workshops, speaker series, etc.). However, if the funding request is approved, reimbursement happens after the last event.

All event(s) MUST BE OPEN to ALL Cal State LA students to be considered for funding

Event Title

Coffee + Donut Meet N' Greet

Event Date(s)

10/18/2-25

Briefly describe the event

An opportunity for students to socialize and connect over coffee and donuts

How will this event enhance the Cal State LA experience?

Students will be able to meet student leadership and connect with one another, creating space for community

Total Expected Attendance

15

Expected Cal State LA Students Attendance

CA

Here is a [guide](#) to show how to access the approved event registration form

Approved Event Registration Form*

Event Registration Form MUST have the green approved stamp.

[f39adfbf-d94d6-4091-b2a1-24ec4bb55e38.pdf](#)

Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

No

Cost Breakdown

What is your RSO requesting funds for?

Select all that apply

Other

Total Amount Requested from ASI

\$100

Cost Breakdown - Other

Other includes anything that does not fall within the other categories (i.e., decorations, supplies, rental equipment, etc.)

Equipment - ASI may fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - ASI may fund up to a maximum of \$100 for event supplies that are necessary for the success of the program. May consider funding supplies with a longer useful life, if the cost of the supply is under \$50 and does not require a large space for storage

Admission Tickets - ASI may fund up to \$10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - ASI may fund up to \$25 per person and no more than \$100 per event

Supply as much supporting documentation and information

Description

Tierra Mia Travelers Coffee - 100 oz brewed coffee \$22.00 X 2 Yum Yum Donuts -\$24.99 per dozen X 2

Additional Supporting Documentation

Estimates and relevant invoices for the event(s)*

Screenshots of the items or provide links of every item your RSD is requesting funds for
[b28b2f78-fb91-4522-b890-9be342aa4780.pdf](#)

Event Flier with the ASI Logo*

ASI logo can be found here: <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos/cfd9075-b528-450b-8d7f-4b5d4599cd3b.png>

Signature



Event Registration

Coffee + Donuts Meet & Greet

[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?

Master of Social Work United (MSW United)

Event Name

Coffee + Donuts Meet & Greet

Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

The Nest to all students.

About the event

Opportunity to socialize with other students and the MSW United team while enjoying coffee and donuts.

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

10/18/2025 - 10:00 AM

End Date/Time

10/18/2025 - 11:00 AM

Even set up time

If no additional set up time is needed use the event start time

N/A

Event Tear-Down Time

If no additional clean up time is needed use the event end time

N/A

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

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

On-Campus

On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

Event/Meeting Virtual Link and/or In-Person Location

Salazar Hall Courtyard

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 on The Nest 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 events so long as the appropriate approval is received via the Temporary Food Permit. The Food on Campus training module details how to obtain a 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.
[94e1c751-3cfb-4995-8dde-47ee60f0a525.pdf](#)

Movie/Show Screening

Will a movie/show be shown at this event?

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

@csula_mswunited

Marketing Media Upload*

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

[84f316b5-44f6-4353-9616-5fab37e3c25.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>

Tags

You may choose more than 1 tag. Tags are used to search events.

COMMUNITY BUILDING AND CELEBRATION

FOOD

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.

Coffee + Donuts

MSW UNITED MEET & GREET

**SATURDAY 10/18 AT 10AM-11AM
SALAZAR HALL COURTYARD**



@csula_mswunited

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)

RSO funds - on campus account

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?

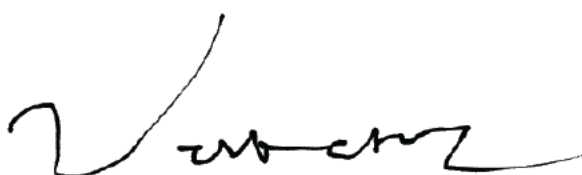
No

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

A handwritten signature in black ink, appearing to read 'V. Cruz', is written on a signature pad.

Scroll up to submit this form.

[Continue Shopping](#)



Your cart

Your order (2 items)



Brewed Coffee Movil

\$22.00 × 2

Movil Cup Sizes

12 Eight Ounce Cups

-2+

🗑

\$44.00

Add more items

How to get it [Edit](#)

📍 Pickup: 1704 N Eastern Ave

🕒 Today: 7:30 PM - 8:50 PM

Add a tip

- 10%

\$4.40
- 15%

\$6.60
- 20%

\$8.80
- Other

👉 Add coupon or gift card

Subtotal	\$44.00
Estimated taxes	\$0.00
Tip	\$0.00
Estimated order total	\$44.00



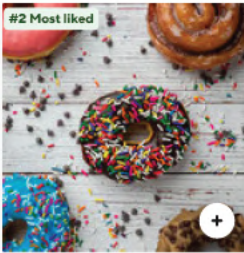
Yum Yum Donuts

Yum Yum Donuts, 4815 Valley Blvd #1, Los Angeles, CA 90032, USA
Online ordering hours: 12:00 AM - 11:44 PM

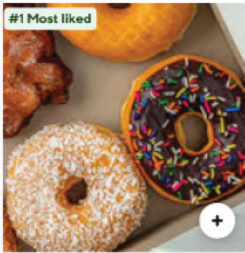
2 min
ready for pickup

Delivery Pickup

Featured Items



Dozen Assorted Donuts
\$24.99



Half Dozen Assorted Donuts
\$16.99



14 Glazed Donut Holes
\$5.99



Iced Coffee
\$6.49

Full Menu
12:00 am - 11:44 pm

Most Ordered Cold Sandwiches Hot Sandwiches Breakfast Wraps Donuts Spreads Bakery Melts

Most Ordered

The most commonly ordered items and dishes from this store

Half Dozen Assorted Donuts

#1 Most liked

A variety of delicious donuts picked by our staff. (special requests are subject to availability and are not guaranteed).
\$16.99 • 90% (204)



14 Glazed Donut Holes

#3 Most liked

14 delicious glazed donut holes.
\$5.99 • 89% (55)



Turkey Avocado (Hot)

Thinly sliced oven roasted turkey breast served with crispy bacon and fresh avocado slices, topped with melted jack cheese on your choice of bagel.
\$9.49 • 90% (42)



Dozen Assorted Donuts

#2 Most liked

Always 14 donuts in a variety of flavors picked by our staff. (special requests are subject to availability and are not guaranteed).
\$24.99 • 91% (160)



Iced Coffee

Top blend iced coffee, cold brew, hazelnut and caramel.
\$6.49 • 81% (55)



Bagel

Your choice of plain, whole wheat, or sesame seed.
\$3.99 • 71% (28)



Fresh Squeezed Juice



X

Pick up at Yum Yum Donuts (Valley Blvd)
4815 Valley Boulevard, Los Angeles, CA



Dozen Assorted Donuts
\$49.98

2x

In case you missed it



Iced Coffee
\$6.49



Dirty Chips Bbq
\$3.29



Dirty Chips Jalapeño
\$3.29



Dirty Chips Sea Salt
\$3.29

Checkout

\$49.98



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: MSW United

Event Name/Title: Coffee + Donut Meet n' Greet

Event Location: Salazar Hall Courtyard

Event Start Date: 10/18/2025 Event End Date: 10/18/2025 Hours of Operation: 10am - 11am

Contact Name: Vesta McGee Email: vmcgee@calstatela.edu Phone: 5038941114

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: Donation based, no required char

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

Traveler container brewed coffee and donut variety

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? Coffee will be in a container that will keep it hot for hours and donuts will be delivered fresh and only out for one _____

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

Tierra Mia Madre (1704 N Eastern Ave): coffee and Yum Yum Donuts (4815 Valley Blvd #1, Los Angeles, CA 90032): donuts

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.

	<u>Vesta McGee</u> Vesta McGee (Sep 17, 2025 13:33:39 PDT)	09/17/2025
1. Name of Student Organization Requestor	Signature	DATE
Heidy Saravia	<u>Heidy Saravia</u> Heidy Saravia (Sep 18, 2025 15:27:43 PDT)	09/18/2025
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
danielkeenan	<u>danielkeenan</u> danielkeenan (Sep 22, 2025 10:09:44 PDT)	09/22/2025
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> Fernando Benitez (Sep 22, 2025 12:34:16 PDT)	09/22/2025
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE



@csula_mswunited

★ Coffee +



★ Donuts ★

MSW UNITED MEET & GREET

**SATURDAY 10/18 AT 10AM-11AM
SALAZAR HALL COURTYARD**



ASI

ASSOCIATED STUDENTS, INC.

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