

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.

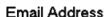
The Finance Committee Dates and Submission Deadlines can be found here: https://asicalstatela.org/club-funding-proposals-deadline

Student Organization & Officer Information

Organizations

Master of Social Work United (MSW United)

Officer Name



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

Officer Position

Treasurer

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

Halloween Carnival

Event Date(s)

10/25/2025

Briefly describe the event

The Halloween Carnival is a festive community event hosted by MSW United with the support from ASI for MSW students at Cal State LA. The goal of the event is to promote social connection, stress relief, and community engagement among graduate social work students. The carnival will feature Halloween-themed games, music, costume contests, food, and interactive activities that encourage peer bonding and student well-being. This event aims to create a fun and inclusive space where students can relax, celebrate the season, and strengthen their sense of community within the MSW program.

How will this event enhance the Cal State LA experience?

This event will enhance the Cal State LA experience by fostering a sense of community, belonging, and connection among MSW students. Graduate school can be demanding and isolating, and the Halloween Carnival provides an opportunity for students to build relationships outside the classroom in a fun and supportive environment. It promotes student engagement, stress relief, and school spirit while reinforcing the values of collaboration and wellness that align with Cal State LA's commitment to student success and holistic development.

Expected Cal State LA Students Attendance

50

Total Expected Attendance

50

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. 2cec019c-3ede-4e5a-9757-3c6e9d29cbee.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 Hospitality

Total Amount Requested from ASI

\$297.17

Cost Breakdown - Hospitality

Hospitality includes food provided by UAS or the Student Organization (off-campus catering, pre-packaged foods: snacks, bottled drinks, etc.)

ASI hospitality limits are based on actual student attendance. ASI will fund up to: Snacks - \$7.00, and Catered Meals - \$15.00

Description (include prices)

ex. UAS Catering - BEO, 8 pizzas (\$9.99 each = \$79.92 total), soda (\$7.99), etc.

Costco Pizzas (5): \$54.58 | Sams club: \$117.60 | Michaels: \$37.80 | Dollar Tree: \$40.43 & \$46.76

Who is providing the food?

Student Organization

Signed Food Permit Form*

If you are not going through UAS, a food permit is required. Food permit MUST have all 4 signatures d3e9228b-f48e-41e8-b73f-6783dca4ed48.pdf

Additional Supporting Documentation

Estimates and relevant invoices for the event(s)*

Screenshots of the items or provide links of every item your RSO is requesting funds for 182da454-0112-4cb6-a3d6-993f915a7b45.jpg

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-logosed95af7f-077a-4122-bc83-ed94a2ec41ee.jpeg

Meeting Attendance

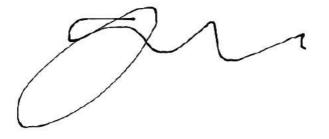
Attending the Finance Committee meeting during which the funding request is considered is HIGHLY ENCOURAGED but not required

Will you or someone from your RSO be attending the Finance Committee meeting?

Attendance can be either in-person or on Zoom

Yes

Signature





Event Registration

Halloween Carnival



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
- 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

Halloween Carnival

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

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

A Halloween carnival: music, food, games, goodie bags, & costume contest. Join us for a spooktacular Halloween event! Bring your best costume and your halloween spirit! It's going to be a boo-tiful time for all!

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

10/25/2025 - 2:00 PM

End Date/Time

10/25/2025 - 5:00 PM

Even set up time

If no additional set up time is needed use the event start time 2:00pm

Event Tear-Down Time

If no additional clean up time is needed use the event end time 4:45pm

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 Spaces 3-5

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 on The Nest 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?

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.

_		_
Pooroot	tional	Program
NEU Ed	попаг	FIUUIAIII

Social Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Animals

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. 96cd3db6-24b7-4c70-a3eb-37621cae7220.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. 6333cc2b-7568-429d-8af4-5736cf9a0bf4.pdf

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.

<u>Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:</u>
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

FREE PRIZES/ GIVEAWAYS

OUTDOOR

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

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.

Pizza, hot dogs and soda. Cash.

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

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

See the Event Resources section at the end of the form for the Adobesign link to the University Waiver

For more information on this requirement contact the Center for Student Involvement at csi@calstatela.edu. 2/10/25 - Paws & Relax Series (Random Acts of Kindness)

Notes

Event Notes

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

Hello! We are in contact with Paws-to-share to host therapy dogs. I will submit the quote as soon as it is sent. Also, on the food permit, I marked no charge for food, but we will be asking for donations.

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

Verta M'Su

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 <u>can be held in virtual, in-person, or</u> <u>hybrid modes</u>. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling

v ucnaexs

Everything to create anything

MICHAELS STORE #1074 (818)761-1005 MICHAELS STORE #1074 11239 VENTURA BLVD STUDIO CITY, CA 91604 Rewards Number: LMR90588696352

8-9745-0745-3799-6546-8508-2118-1351-3438 00 5

4377 1074 006 10/05/25 18:39 198973410305 6.99 5.60 P 198973413825 19.99 5.60 P 1 @ 9.99 9.99 P 198973436268 5.99 1 @ 2.40 P 4194351 SALE ASH HL POUCH ASSO CEL HLW PINATA JO ASH 5 BRAIN IN M 198973455955 1 @ 2.99 198973398269 CRE HAL VELVET PO 4.99 2.99 P 6.99 ASH 3D PHOTO COUP ASH 3D PHOTO COUP 1989/3398269 6.5

CRE HAL MAZE TRIC 1989/3457140 1 @ 3.99

CRE HAL PENCIL 10 1989/3453432 2 @ 2.99

YOU SAVED \$ 27.47

SUBTOTAL 34.44

Sales Tax 9.75% 3.36

TOTAL 37.80 3.49 P 3.99 5.98

**********3647 ACCOUNT NUMBER

Visa APPROVAL: 005158 Contactless ONLINE Application Label: VISA CREDIT AID: A0000000031010

TVR: 0000000000

This receipt expires at 60 days on 12/03/25 Previous Michaels Rewards Balance: \$0.00

Click. Buy. Create. Shop michaels.com today! Get Savings & Inspiration! Text* SIGNUP to 273283
To Sign Up for Email & Text Messages

*Msg & Data Rates May Apply
You will receive 1 autodialed message with a link to join Michaels alerts.

THANK YOU FOR SHOPPING AT MICHAELS

Effective 11/27/2022 Clearance sales are considered







ALL DOLLA	D TDE	E
Store# 10504 (74 2407 W. Victory Bivd Burbank Cn. 91506	7) 261-0580	1
DESCRIPTION	UTY PRICE	TUTAL
Store 10:04 2407 W. Ulatory Blvd Burbank Co. 91508 DESCRIPTION PSTRBRD BLACK 12PF 22X78 75C1 HUN ICON MINI BUCKET 417 HUN SPIDER CARVON 24C1 PRE-SHRPNDED 71H E0LR PHICL 12E CZA FL MARKERS US PLO SPIDERNEB W/4 SPIDER 22 HUN SPIDER RING 10C1 SPIDERNEB W/4 SPIDER 22 HUN SPIDER RING 10C1 SPIDERNEB W/4 SPIDER 22 HALLOWEN ZIP SEAL DAGS 25C1 HALLOWEN ZIP SEAL DAGS 25C1 HALLOWEN WALL BURDER DECOR HALLOWEN WALL BURDER DECOR HALLOWEN WALL HURAL HALLOWEN WALL BURDER DECOR HALLOWEN WALL BURDER HALLOWEN WA	1 1.00 1 1.50 1 1.50 1 1.25 1 1.25 1 1.25 1 1.25 1 1.25 1 1.25 1 1.50 1 1.50	.001 501 501 501 251 251 251 251 251 251 1501 150
Sub Tot SALES T Total Debit C ************************************	al AX ard e****1810 RP e En ace Number: 2797	\$36.50 \$3.83 \$40.43 \$10.43 proved totless 80/016594
U.M. IDITAL CIBETES	district and a	
3146 10504 01 001 2/938472	718/25 10:50	

CAL STATE LA
RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

PERMIT #: 2526-141

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: Halloween Carnival
Event Location: Salazar Hall Courtyard
Event Start Date: 10/25/2025 Event End Date: 10/25/2025 Hours of Operation: 3pm - 5pm
Contact Name: Phone:
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: Email:
Name of Certified Food Handler: Email:
Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☐ Catering ☐ Other: No Charge
List exact food/beverage(s) that will be sold/served, including ingredients:
Will alcohol be served/sold? 2 Yes 2 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? Pizza will be contained in box, hot dogs will be in foil and box. Hot food will not be left out for more than 2
Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).
- Costco 2901 Los Feliz Blvd #130b, Los Angeles 90039
- Sam's Club 1399 Artesia Blvd, Gardena 90248
- Sam's Club 4901 Santa Anita Ave, El Monte 91713
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.

	Vesta McGee Vesta McGee (Sep 24, 2025		09/24/2025
 Name of Student Organization Req 	luestor	Signature	DATE
Fabiola Avina	Fabiola Au Fabiola Avina (Sep 24, 2025		09/24/2025
2. Name of Center for Student Involve (USU 204) (Student Organizations Only)	ement Approver	Signature	DATE
Daniel Keenan	Danie Keenan (Sep 25, 2	025 10:29:52 PDT)	09/25/2025
 Name of University Auxiliary Service (Golden Eagle Bldg. 314) 	s, Inc. Approver	Signature	DATE
Fernando Benitez	Fernando Fernando Benitez (Sep 30,		09/30/2025
4. Name of Environmental Health & So (Corporation Yard Bldg, 244)	afety Approver	Signature	DATE

