



ASI Recognized Student Organization Funding Request Form

School Psychology Student Association

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

School Psychology Student Association

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

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

SPSA Fall Social: Spooktacular & Costume Contest!

Event Date(s)

October 18, 2025

Briefly describe the event

Members will enjoy a space to relax and mingle with the school psych fam by painting pumpkins and dressing in costumes

How will this event enhance the Cal State LA experience?

The event aims to boost community building and offers opportunities for members interested in school psychology to socialize and connect with each other. Additionally, it will help build connections amongst members as they network and grow in the field of school psychology.

Total Expected Attendance

30

Expected Cal State LA Students Attendance

30

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.

[cf4993db-f946-433c-b5c4-80fab2c73f12.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

\$175.43

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

Supplies (foam pumpkins, paint and brushes, table cloths, plates, decorations, sandwich bags, table runner), Food and Drinks (pretzels, cookies, chips, candy bars, water bottles, soda, candy bags), Gift card prize = \$20

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

[5ab1ce1f-bb76-4989-8615-c32905ad1452.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>

[591687c3-8c91-4feb-8693-6ee068d27f4e.png](#)

Signature

Jennifer Mai

Event Registration

Spooktacular Paint & Costume Contest

[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?

School Psychology Student Association

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

Event Name

Spooktacular Paint & Costume Contest

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

Come and enjoy a space to relax and mingle with the school psych fam by painting pumpkins and dressing in costumes!

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 - 2:00 PM

End Date/Time

10/18/2025 - 4:00 PM

Even set up time

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

2:00

Event Tear-Down Time

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

4:00

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.gle/TRckP9f8nJLU77FW7>

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

Off-Campus

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

Granada Park in Alhambra

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.
Other

Please describe the "other" category for this event

Social Event

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.
Off Campus Event

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?

Email

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.

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

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 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 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

Double check your order details

Shipping and payment

Shipping address

Payment method

Change

Change

Email address

Billing address

Change

Change

Order summary

Item(s) total	\$12.99
Shipping	FREE
Sales tax	\$1.01

Order total (1 item) \$14.00

Place your order to Anaheim


By clicking Place your order to Anaheim, you agree to Etsy's [Terms of Use](#) and [Privacy Policy](#). Etsy may send you marketing communications; you may unsubscribe at any time.

AUOMARK

AuomarkStore

Estimated delivery: Oct 14-23

Made just for you in 5-8 days from United States



\$12.99

Custom Table Runner 36"x72" with Business Logo Text Personalized Table...

Design help: Design ready

Size: 12x72 inch

Personalization: Logo on runner

Quantity: 1

☐

Mark order as a gift

Add a gift note, hide the price, and share a gift teaser with tracking info plus optional sneak peek.

Choose gift options

Add a note to AuomarkStore

Change

Add delivery instructions

Pickup available nearby ▾

Change

Use a gift card, voucher, or promo code

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Items (7):	\$84.96
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99
Estimated tax to be collected:	\$5.02
Order total:	\$89.98
Prime Young Adult cash back earned:	+\$0.10

Arriving Tomorrow 4 AM - 8 AM



Amazon Physical Gift Card in Mini Envelope Smile | Christmas
\$20.00
✓prime
Ships from and sold by Amazon.com

1

Add gift options

☒ Fast Tomorrow 4AM - 8AM FREE

Today
5 PM - 10 PM

**Tomorrow
4 AM - 8 AM**

▾ See more delivery slots

☐ One Day Tomorrow, Oct 1 FREE

☐ Fewer trips Thursday, Oct 2 FREE

Arriving Tomorrow 4 AM - 8 AM



BESTTOYHOME 12 PCS Assorted Sizes Rustic Harvest White Artificial Pumpkins for Halloween, Fall Thanksgiving Decorating Harvest Embellishing and Displaying
\$13.99 (\$1.17 / count)
✓prime & FREE Returns ▾
Ships from Amazon.com
Sold by Winlyn

3

Add gift options

Item often ships in manufacturer's container to reduce packaging and reveals what's inside. To change, click below.

Reduce packaging, ship in manufacturer's container ▾

☒ Fastest Tomorrow 4AM - 8AM FREE

**Tomorrow
4 AM - 8 AM**

Tomorrow
7 AM - 11 AM

☐ One Day Tomorrow, Oct 1 FREE

☐ Fewer trips Thursday, Oct 2 FREE



Acrylic Paint Set, 24 Colors (2 oz/Bottle) with 12 Art Brushes, Art Supplies for Painting Canvas, Wood, Ceramic & Fabric, Rich Pigments Lasting Quality for Beginners, Students & Professional Artist

\$14.99 (\$7.50 / fluid ounce)

✓prime & FREE Returns ▾

Ships from and sold by Amazon.com

🛒 1 +

[Add gift options](#)

Subscribe & Save:

By clicking below, you agree to automatic subscription renewal.

☐ Save 5% today; Save up to 10% on future auto-deliveries ▾

Delivery every: [2 months \(most common\)](#)



Ziploc Snack Bags with EasyGuide Texture, Small Plastic Storage Bags with Grip 'N Seal Technology, 50 Bags Total

\$2.01 (\$0.04 / count)

✓prime & FREE Returns ▾

Ships from and sold by Amazon.com

🛒 1 +

[Add gift options](#)

Subscribe & Save:

By clicking below, you agree to automatic subscription renewal.

☐ Save 5% today; Save up to 15% on future auto-deliveries ▾

Delivery every: [3 months \(most common\)](#)

Arriving Oct 2, 2025

If you order in the next 8 hours and 1 minute



Alupssuc 4 Pieces Total 33 FT Halloween Tinsel Garland with Pumpkin Sequins, Metallic Shiny Twist Garland Hanging Decorations for Party Window Door Tree Home Indoor Outdoor Decor, Black and Orange

\$5.99

✓prime

Ships from Amazon.com

Sold by JHHT-US

🛒 1 +

[Add gift options](#)

⚙️ Fewer trips Thursday, Oct 2

FREE

Place your order

Order total: \$89.98

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Items (7):	\$84.96
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99
Estimated tax to be collected:	\$5.02
Order total:	\$89.98
Prime Young Adult cash back earned:	+\$0.10

← Back



Kirkland Signature Mini Chocolate Chip Cookies, 60-count

[Shop all Kirkland Signature](#)

24 ct \$12.43	60 ct \$12.43
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- Details ▾
- Ingredients ▾

\$12.43

1 in cart ▾

↺ Pick a replacement Select

↺ Shopper notes Edit

🔖 Save ⋮ Add to Saved List

[100% satisfaction guarantee](#)
Place your order with peace of mind.

Review Order

Item details

[Hide details](#)



SOUR PATCH KIDS Soft & Chewy Candy, 3.5 oz
Multipack Quantity: 1
27.7¢/oz

\$0.97
~~\$1.24~~

\$0.27 from savings

[Remove](#)

— 1 +



Sprite Lemon Lime Mini Soda Pop Soft Drink, 7.5 fl oz, 10 Pack Cans
7¢/fl oz

\$5.28

[Remove](#)

— 1 +



Coca-Cola Mini Soda Pop Fridge Pack, 7.5 fl oz Cans, 10 Pack
Count Per Pack: 10
6.3¢/fl oz

\$4.76

[Remove](#)

— 1 +



Arrowhead Mountain Spring Water, 8 fl oz, 12-Pack Plastic Bottles
2.9¢/fl oz

\$2.82

[Remove](#)

— 1 +

Place order for \$59.02

By placing this order, you agree to our [Privacy Policy](#) and [Terms of Use](#)

Subtotal (9 items) \$48.64
Savings **-\$3.26**
\$45.38

Delivery from store \$9.95
Bag fee ⓘ Pending delivery
Estimated regulatory fees & taxes ⓘ \$1.60
Estimated taxes \$2.09

Driver tip **\$0.00**
(charged separately after delivery)

Estimated total **\$59.02**

Temporary hold ⓘ **\$62.14**

This covers adjustments to your final order total for items that are priced by weight, canceled, or potentially substituted, and state bag fees where applicable. **This isn't a charge and we'll release any amount that is left over.**

Once your order is complete, your credit or debit card will be charged the final order amount, including any cost differences. The final order total may exceed the temporary hold amount.

Review Order



Mars Mixed Snickers, Twix, Milky Way & 3 Musketeers Minis Halloween Candy, 30 Ct, 8.57 oz Bag

Size: 8.57 oz, Multipack Quantity: 1
40.6¢/oz

\$3.48
~~\$4.97~~

\$1.49 from savings

[Remove](#)

– 1 +



Frito Lay Classic Mix Chips Variety Pack, 1 oz, 18 Count

49.8¢/oz

\$8.97
~~\$9.98~~

\$1.01 from savings

[Remove](#)

– 1 +



Snyder's of Hanover Sticks Pretzels, 16 oz

19.6¢/oz

\$3.13
~~\$5.62~~

\$0.49 from savings

[Remove](#)

– 1 +



Great Value Disposable Paper Plates, 8.5", 200 Count
Count Per Pack: 200

\$9.97

[Remove](#)

– 1 +



(6 pack) Rectangular 54" x 108" White Plastic Table Cover, by Way To Celebrate

Multipack Quantity: 6
\$1.00/ea

\$6.00

[Remove](#)

– 1 +

Place order for \$59.02

By placing this order, you agree to our [Privacy Policy](#) and [Terms of Use](#)

Subtotal (9 items)	\$48.64
Savings	-\$3.26
	\$45.38

Delivery from store	\$9.95
Bag fee ⓘ	Pending delivery
Estimated regulatory fees & taxes ⓘ	\$1.60
Estimated taxes	\$2.09

Driver tip	\$0.00
(charged separately after delivery)	

Estimated total	\$59.02
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Temporary hold ⓘ	\$62.14
-------------------------	----------------

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Once your order is complete, your credit or debit card will be charged the final order amount, including any cost differences. The final order total may exceed the temporary hold amount.

Have a promo code?





SPSA

FALL SOCIAL:

SPOOKTACULAR & COSTUME CONTEST

WIN \$20 GIFT CARD **

SNACKS & DRINKS

PAINT PUMPKIN

STICKER SALE

FEEL FREE TO BRING
BLANKET

MAKE CANDY BOWL
WITH US!**



OCTOBER 18 @ 2-4PM

Location: Granada Park at Alhambra

RSVP in your email



** WIN \$20 FOR THE BEST COSTUME
** BRING CANDY FOR 3PTS

20 PTS