



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

NASP Annual Convention 2026

### Event Date(s)

2/24/26-2/27/26

### Briefly describe the event

The NASP convention is a professional development conference tailored to school psychologists, graduate students, and related professionals across the country.

### How will this event enhance the Cal State LA experience?

CSULA students have the opportunity to gain insight into what school psychologists do and how to grow professionally in the field. Students also have valuable opportunities to network and attend skill workshops.

### Total Expected Attendance

5000

### Expected Cal State LA Students Attendance

10

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.

[372af2d9-bc29-4755-822d-c06987be4120.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

Travel

### Total Amount Requested from ASI

665

## Cost Breakdown - Travel

Travel includes attending or engaging in academic-related or professional development events that occur off-campus and involve an overnight stay

ASI may fund the lodging, transportation, and registration fees up to the maximum amount allowable

ASI may fund a maximum allowance of \$500 per person for all combined travel costs.

- Lodging: based on CSU rates - \$333 per night per room
- Mileage: When the traveler uses their own vehicle, \$0.70 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

## Description (include prices)

ex. 5 registrations (\$150 each = \$750 total), 2 hotel rooms (\$300 per night x 2 nights = \$600 each room, \$1,200 total), Airbnb, etc.

Airfare (\$363.07 each x 11 students = \$3630.70 total), 10 hotel rooms (\$299 per night x 4 nights = \$1196 each room, \$11960 total)

## Attendance List\*

Please include students' names, Cal State LA email, and CIN.

[be284c6e-c8d3-4a0e-8951-60b2f28c0364.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

[4f046896-ab95-4243-84cf-0d67ff3546c0.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>

[d669cfc0-9bbd-4526-bc4e-b58f65221987.png](#)

## 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

Jennifer Mai

Event Registration

NASP Annual Convention 2026

[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

### Event Name

NASP Annual Convention 2026

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

11

## 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

National Association of School Psychology (NASP) Annual Convention is a great opportunity for professional development!

Learn about current best practices and research about the field of school psychology

### 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

02/24/2026 - 8:00 AM

### End Date/Time

02/27/2026 - 7:00 PM

### Even set up time

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

8am

### Event Tear-Down Time

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

7pm

### 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://www.nasponline.org/professional-development/nasp-2026-annual-convention/rates-and-deadlines>

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

Off-Campus

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

Hyatt Regency Chicago in Chicago, IL

## 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.  
Attending a Conference/Convention/Meeting

### Planned Activities

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

### 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?

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 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.

CAREER/PROFESSIONAL DEVELOPMENT

## 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.

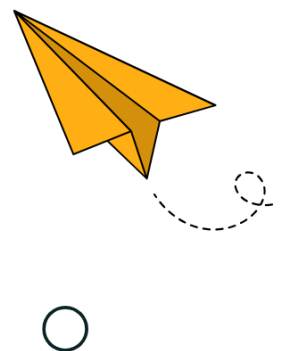
# NASP ANNUAL CONVENTION 2026

**FEBRUARY 24-27, 2026**  
CHICAGO, ILLINOIS



National Association of School Psychology  
(NASP) Annual Convention is a great  
opportunity for professional development!

Learn about current best practices and  
research about the field of school  
psychology



## 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](mailto: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)**

Yes

**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

## Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

**How does your organization meet the Student Organization Funds Administration Policy?**

Subject to verification.  
ASI Recognized Student Organization Account

## Student Organization Travel

### Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 30 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 30 business day requirement.
  1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
  2. Your organization should complete the general waiver and emergency form process first **before** completing/submitting the Event Registration form.
  3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

## Individual General Release + Emergency Contact Form\*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[c423cd20-843e-4867-8a33-4e8dd4bb0aaa.pdf](#)

### 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.

The event registration fee goes directly to the convention. This means participants are paying the fee on the NASP website.

### 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](#).

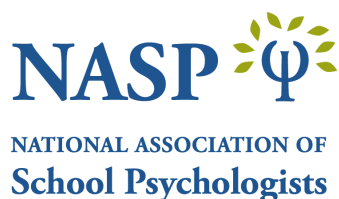
**General Release Waiver Forms:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

**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

Items	Quantity	Price	
Airfare	11	\$ 3,630.70	<i>\$363.07 each</i>
Hotel Rooms	10	\$ 11,960.00	<i>\$1,196.00 each room</i>

Total: \$ 15,590.70

**Requested Amount: \$ 665.00**



# Hotel Information

We've secured special hotel room rates for attendees at four hotels within a block of the convention festivities. NASP works with our hotels to promote a safe, inclusive space for every guest.

## Why Book in the Room Block

- Stay close to the action so you don't miss out on evening activities.
- Keep the cold away by traveling the underground pedway connecting all hotels or walking quickly across the street.
- Booking through the housing system helps keep registration costs low so you can benefit when you attend.
- **Rates start at \$199, and you can share a room to cut costs.**

Make your reservation by January 23, 2026, to guarantee discounted rates. Booking becomes available you register.



## Special Room Rates

Limited sessions will occur at the Swissotel Chicago.

	Hyatt Regency Chicago (HQ Hotel)	Swissotel Chicago	Radisson Blu Acqua Hotel, Chicago	Fairmont Chicago-- Millennium Park
<b>Rate + 17.39% tax</b>	\$229 single/double	\$299 single/double	\$199 single/double	\$199 single/double
	\$249 triple/quad	\$259 triple		
		\$289 quad		
<b>Distance from convention</b>	N/A	3 blocks or 2 mins. via pedway	1/2 block or 3 mins. via pedway	1/2 block or 3 mins. via pedway
<b>Parking*</b>	\$87/day valet	\$87/day valet	\$80/day valet	\$86/day valet

Internet	Free	Free	Free	Free for members of ALL; \$14.95/day if not a member
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\*Discount parking may be available on [spothero.com](https://www.spothero.com) near the Hyatt Regency Chicago.

*Rooms may sell out before January 23, 2026. Rates are per night and exclude applicable taxes. Rooms are single or double occupancy.*

## Hotel Reservation Procedures

- After registering for the convention, you'll gain access to the **NASP Registration and Housing Center**. Use your confirmation number to book a room. **Reservations made directly with hotels will NOT receive NASP's discounted rates.**
- Reserve before January 23, 2026, to secure your room at the discounted rate.

**Phone**

Domestic: 800-811-5947  
International: 703-449-6418

**Fax**

703-631-7258

**Mail**

NASP Housing Center  
SPARGO, Inc.  
11208 Waples Mill Road, Ste 112  
Fairfax, VA 22030



## Find a Roommate to Reduce Costs

Save on your hotel costs by using our Roommate Locator Assistance Service. After registering for the convention, you can use the Registration and Housing Center to register as a potential roommate and search listings of other attendees looking for roommates.



**Hotel Changes and Cancellations:** On or before January 23, 2026, you may cancel or make changes to your hotel reservation in writing or online. Written requests should be sent to the NASP Housing Center and will be acknowledged with a confirmation within 5 business days. To change or cancel your reservation online, you will need your confirmation number and the email address used to make your reservation. Online requests will be acknowledged by an immediate email confirmation.

After the January 23, 2026, hotel cut-off date, you may cancel or make changes to your hotel reservation directly with your hotel. If you wish to cancel your reservation and fail to do so at least 72 hours prior to your arrival date, or if you fail to check into the hotel on your confirmed arrival date, your first night's deposit plus applicable taxes will not be refunded.

## National Association of School Psychologists

4340 East West Highway, Suite 402, Bethesda, MD 20814

P: 301-657-0270 | Toll Free: 866-331-NASP | F: 301-657-0275

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LAX - ORD

Round Trip

Feb 24-27

1 Passenger

MODIFY

SIGN UP

LOG IN



Book Better. Fly Better.



Start Over

1

Trip Summary

2

Review & Pay

3

Confirmation

## Trip Summary

MEETING CODE APPLIED

### Outbound

DL1647, DL2413

1 stop, 6h 27m



Change Flight

LAX → ORD

Tue, Feb 24

1:25pm - 9:52pm

Main Basic

### Return

DL2041, DL1643

1 stop, 8h 15m



Change Flight

ORD → LAX

Fri, Feb 27

7:40am - 1:55pm

Main Basic

## Trip Total

Currency Calculator

1 Passenger

Flights

\$291.23

(Meeting Code Applied)

Taxes, Fees & Charges

\$71.84

Amount Due

**\$363.07** USD

[illegible]

# NASP ANNUAL CONVENTION 2026

**FEBRUARY 24-27, 2026**  
CHICAGO, ILLINOIS



National Association of School Psychology  
(NASP) Annual Convention is a great  
opportunity for professional development!

Learn about current best practices and  
research about the field of school  
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