



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

Valentine's Day Welcome Back Food Social

Event Date(s)

02/14/26

Briefly describe the event

MSW United will host a welcoming gathering in the Salazar Hall courtyard, providing a warm and inviting space for students to connect and kick off the new term. Food and drinks will be provided to create a festive atmosphere as we celebrate Valentine's Day and one another.

How will this event enhance the Cal State LA experience?

Students thrive in environments that feel welcoming, supportive, and connected. This event will benefit students by creating an inclusive space where they can build community, form meaningful connections, and feel a sense of belonging at the start of the term.

Total Expected Attendance

25

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.

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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

288.59

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 - BED, 8 pizzas (\$9.99 each = \$79.92 total), soda (\$7.99), etc.

Champurrado (3): \$105 Tamales (36): \$136.50 Estimated Tax: \$22.94 Staff Tip: \$24.15

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

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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

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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>

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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

New Mike

Event Update

Valentines Day Welcome Back Food Social

[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

Valentines Day Welcome Back Food Social

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

The Nest to all students.

About the event

Join us for a warm welcome back to the Spring semester at CSULA! There will be hot beverages, snacks, and activities. Let's start the semester off right with building camaraderie and filling our bellies. Everyone is welcome. Feel the love and support from all your peers this Valentines Day!

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

02/14/2026 - 10:00 AM

End Date/Time

02/14/2026 - 11:00 AM

Even set up time

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

9:30am

Event Tear-Down Time

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

11:00am

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

Other (please describe exact location in the next question)

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.

Recreational Program

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.

[c9bfbb5-3525-4f43-84d0-be685e61bc8b.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?

Email

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.

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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.

FOOD

RECREATION

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)

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



Scroll up to submit this form.

Event Guidelines & Resources

El Aguila Bakery - Budget

Items	Quantity	Price
Champurrado	3	\$ 105.00
Tamales	3	\$ 136.50
Estimated Tax		\$ 22.94
Staff Tip		\$ 24.15

\$35.00 each

\$45.50 each

Total \$ 288.59

Requested Amount \$ 288.59



order.online



Sign In

Summary



Champurrado
Champurrado to Go
\$105.00



Puerco Sala Roja
Dozen / Docena
\$45.50



Pollo Salsa Verde
Dozen / Docena
\$45.50



Queso Chile Verde
Dozen / Docena
\$45.50



Include utensils and
condiments





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: Welcome Back Social
Event Location: Salazar Hall Courtyard
Event Start Date: 02/14/2026 Event End Date: 02/14/2026 Hours of Operation: 10am - 11am
Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

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 cha

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

Champurrados and tamales

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? Heat insulated containers

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

El Aguila Bakery 5028 Huntington Dr. S, Los Angeles 90032

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> <small>Vesta McGee (Jan 17, 2026 18:48:37 EST)</small>	01/17/2026
1. Name of Student Organization Requestor	Signature	DATE
Heidy Saravia	<u>Heidy Saravia</u> <small>Heidy Saravia (Jan 20, 2026 11:12:44 PST)</small>	01/20/2026
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
danielkeenan	<u>danielkeenan</u> <small>danielkeenan (Jan 20, 2026 13:01:57 PST)</small>	01/20/2026
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Jan 20, 2026 14:46:43 PST)</small>	01/20/2026
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE



MSW UNITED INVITES YOU TO OUR

Valentine's day

WELCOME BACK
FOOD SOCIAL



ENJOY SOME DELICIOUS CHAMPURRADO, COFFEE, AND
TAMALES! LET'S SPREAD THE JOY AND MAKE
WONDERFUL MEMORIES THIS SEMESTER.

SATURDAY **2/14** 10AM-11AM
SALAZAR HALL COURTYARD



@CSULA_MSWUNITED



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