



ASI Recognized Student Organization Funding Request Form

Phi Alpha Theta, Eta Xi

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

Phi Alpha Theta, Eta Xi

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

History Student Journal Launch Party and Fundraiser

Event Date(s)

5/15/2026

Briefly describe the event

Basically, what we do at the end of every Spring semester is have a medium sized get together on campus. During said event, the students present the PAT journal they spent the whole semester constructing to an audience of fellow students, professors, and family and friends. Food and drinks are usually served through the university. What will be different this year is that it will also include a fundraiser for our student organization.

How will this event enhance the Cal State LA experience?

It will provide a space for students to meet their peers and professors. It will also present a student journal, showcasing the type of work they will be expected to do if they become an academic. The journal is award winning (we won first place nationally last year).

Expected Cal State LA Students Attendance

40

Total Expected Attendance

80

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.
[f0af5e13-e0f7-452d-adcc-363eb6f2715c.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

\$1200.00

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.

85) Disposables Guest(s) 0.75 63.75 (7) Chafers Each 10.00 70.00 (1) Chicken Asian Stir Fry (FULL PAN) (small pcs) (feeds up to 50) Each 120.00 120.00 (1) Steamed Rice (full pan) Each 55.00 55.00 (1) Blackened Salmon w/ mango salsa SMALL Pcs (FULL PAN) (feeds up to 50) Each 175.00 175.00 (5) BBQ Meatballs Dozen(s) 24.00 120.00 (3) VEGAN Meatballs Marinara (PLEASE LABEL) Dozen(s) 20.00 60.00 (7) Vegetable Spring Rolls Dozen(s) 20.00 140.00 (50) Grilled Vegetables with Cayenne Aioli Guest(s) 2.00 100.00 (1) MEDIUM- Greek Salad w/ italian dressing Bowl(s) 55.00 55.00 (50) Fruit Salad Guest(s) 1.00 50.00 (20) Bobos Each 1.00 20.00 (60) Iced Tea Guest(s) 1.00 60.00 (60) Infused Water Guest(s) 0.75 45.00 (5) Server Fee (SERVER TO STAY AT EVENT) hour(s) 36.00 180.00

Who is providing the food?

UAS Catering - BEO

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
[e51524e5-388a-4109-be52-a994a75ba160.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/c9f331e7-7668-46ec-9578-088a948f6ef5.docx>

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

10/20/2020

Event Registration

History Student Journal Launch Party and Fundraiser

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?

Phi Alpha Theta, Eta Xi

Event Name

History Student Journal Launch Party and Fundraiser

Estimated Attendance

Please describe the estimated attendance of participants for this event.

80

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

Basically, what we do at the end of every Spring semester is have a medium sized get together on campus. During said event, the students present the PAT journal they spent the whole semester constructing to an audience of fellow students, professors, and family and friends. Food and drinks are usually served through the university. What will be different this year is that it will also include a fundraiser for our student organization.

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

05/15/2026 - 2:30 PM

End Date/Time

05/15/2026 - 5:00 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

4:30 PM

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

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

Usually the launch party is held in one of the library basement rooms.

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.

██████████ r

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.
Proceeds to Benefit (Fundraisers, Tabling Selling Non-Food/Items, Collecting Donations)

Meeting (hosting)

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?

University Catering (UAS)

UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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

General Public

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

EDUCATIONAL

FOOD

FREE 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.



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.

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.

Tote bags with a collage of PAT journal covers and other logos like ASI.

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 be a stylized name, possibly 'M. W. ...', written on a white background.

Scroll up to submit this form.

Responder Name	Responder Email	Date Submitted	Approval Status	Event Information-Host Organization Name	Event Information-Event Name	Event Information-Estimated Attendance	Event Information-About the event	Start/End Date Time
		1/23/26 10:52	Approved	Phi Alpha Theta, Eta Xi	History Student Journal Launch Party and Fundraiser	80	Basically, what we do at the end of every Spring semester is have a medium sized get together on campus. During said event, the students present the PAT journal they spent the whole semester constructing to an audience of fellow students, professors, and family and friends. Food and drinks are usually served through the university. What will be different this year is that it will also include a fundraiser for our student organization.	5/15/2026 2:30:00 PM -- 5/15/2026 5:00:00 PM

History Student Journal Launch Party & Fundraiser

Items	Quantity	Price
UAS - Hospitality		\$ 1,200.00

Chicken Asian Stir Fry, Blackened Salmon, Rice, Vegan meatballs, grilled vegetables, spring rolls, greek salad, fruit salad, ice tea, water

Event Total	\$	1,200.00
Requested Amount	\$	1,200.00

ESTIMATE - to show pricing & items



Golden
Eagle
Hospitality

for: Event # E42986
on: Friday, May 16, 2025

Client/Organization Department Of History	Event Date 5/16/2025 (Fri)	Booking Contact [REDACTED]	Event # E42986
Address 8223-04kh A4026		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel (323) 343-2020
Party Name Department Of History	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		1:45 pm	5:00 pm	LIB- Comm Room #B131	Full Service Even

Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to LIB #B131 for 2:00 PM			
(85) Disposables	Guest(s)	0.75	63.75
(7) Chafers	Each	10.00	70.00
(1) Chicken Asian Stir Fry (FULL PAN) (small pcs) (feeds up to 50)	Each	120.00	120.00
(1) Steamed Rice (full pan)	Each	55.00	55.00
(1) Blackened Salmon w/ mango salsa SMALL Pcs (FULL PAN) (feeds up to 50)	Each	175.00	175.00
(5) BBQ Meatballs	Dozen(s)	24.00	120.00
(3) VEGAN Meatballs Marinara (PLEASE LABEL)	Dozen(s)	20.00	60.00
(7) Vegetable Spring Rolls	Dozen(s)	20.00	140.00
(50) Grilled Vegetables with Cayenne Aioli	Guest(s)	2.00	100.00
(1) MEDIUM- Greek Salad w/ italian dressing	Bowl(s)	55.00	55.00
(50) Fruit Salad	Guest(s)	1.00	50.00
(20) Bobos	Each	1.00	20.00
(60) Iced Tea	Guest(s)	1.00	60.00
(60) Infused Water	Guest(s)	0.75	45.00

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total
(5) Server Fee (SERVER TO STAY AT EVENT)	hour(s)	36.00	180.00

5/5/2025 - 3:13:56 PM

Client Signature: _____

Page 1 of 2

UAS Staff
Signature: _____

(1) Delivery Fee Each 25.00 25.00

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,158.75	0.00	0.00	0.00	180.00	0.00	0.00	1,338.75
Taxes	112.98	0.00	0.00	0.00	17.55	0.00	0.00	130.53
Total	1,271.73	0.00	0.00	0.00	197.55	0.00	0.00	1,469.28

Subtotal	1,338.75	Paid	0.00
Tax	130.53	Balance	1,469.28
Service Charge	0.00		
Total Value	1,469.28		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.75% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

Please Join us for our
Annual

End of the year celebration

Honoring:
Graduating Students | New Phi
Alpha Theta Members
Perspectives Vol.52

MAY

FRIDAY | **15** | 2:30-5:00PM
2026

MLK MEMORIAL LIBRARY COMMUNITY
ROOM
(LNB131)

**Free Food & Beverage will be
provided!**

PLEASE RSVP HERE BY MAY 8TH
USING QR CODE



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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.