

ASI Recognized Student Organization Funding Request Form

Environmental Justice Club

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

Environmental Justice Club

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

Spring Pots and Painting Earth Day Celebration

Event Date(s)

5/5/2026

Briefly describe the event

We will be supporting the Urban Ecology Center's Earth Day Symposium by hosting the Spring Pots and Painting Earth Day Celebration workshop. We will also be free to provide seedlings and seeds from the campus library seed bank, as well as information and resources on our club's mission.

How will this event enhance the Cal State LA experience?

It will continue to advance sustainable practices for people to adopt and take to their respective communities. By adhering to our club's mission and engaging with CSULA student peers, we hope to also provide them with a creative healing practice and educate them about the importance of Earth Day.

Expected Cal State LA Students Attendance

30 students

Total Expected Attendance

30 people

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.
[bf4be4f3-69ca-4b01-bc3e-d61fe6a37397.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

\$92.66

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 (include prices)

ex. paint supplies (\$25.00), paper plates (\$4.50), etc.

Markers (\$16.09)+Clay Pots (\$31.59)+ EJC stickers (\$44.98)=92.66

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

[fcb956c-f211-4917-9fd3-a00feb6c6fc92.docx](#)

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>

[dd5fecf0-f4d6-4bf7-8d86-4bb00007384f.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

Edwards

Event Registration

Spring Pots and Painting Earth Day Celebration

[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?

Environmental Justice Club

Event Name

Spring Pots and Painting Earth Day Celebration

Estimated Attendance

Please describe the estimated attendance of participants for this event.

48

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

In celebration of Earth Day, we will support the Urban Ecology Center's Pérez Silverman Symposium by hosting the Spring Pots and Painting! We will have a free activity to paint pots, provide seedlings from the campus library seedbank, and plants from local nurseries! Come by and celebrate the last EJC event before the semester ends!

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

05/05/2026 - 12:15 PM

End Date/Time

05/05/2026 - 1:15 PM

Even set up time

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

11am

Event Tear-Down Time

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

1:20pm

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

Outside of the Golden Eagle 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.

[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?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

Seed Library Team

Who initiated the conversation on collaborating for the event?

How will your organization be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

The club officers will help setting-up and clean-up while also overseeing the members if they need assistance with anything- we will also help them with planting the seeds/plants properly.

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

Tabling

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.

No

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

ejcsula_

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[6922c764-0c4a-4b80-9654-ee0202bc01ce.pdf](#)

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

RECREATION

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.



SPRING POTS
AND
PAINTING
EARTH DAY CELEBRATION

DATE: TUESDAY, MAY 5TH

TIME: 12:15-1:15PM

LOCATION: OUTSIDE OF
GOLDEN EAGLE BALLROOM



@EJCSULA_

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

Notes

Event Notes

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

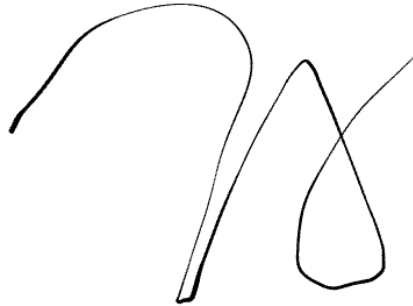
The EJC was invited by the Urban Ecology Center to table and create an activity for the Perez-Silverman Symposium, so we would not submit an external space, since that will be provided. We also collaborated with the on-campus seed library, which would support the event by donating seeds to students.

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, consisting of a large, stylized 'M' followed by a smaller, looped flourish.

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.

Spring Pots and Painting Earth Day Celebration

Items	Quantity	Price
Supplies		\$ 47.68
Stickers		\$ 44.98

clay pots & markers

Event Total \$ 92.66

Requested Amount \$ 92.66

10:55

5G 67

← Place Your Order - Amazon.co...

Arriving May 4, 2026

Monday, May 4
FREE Delivery

Wednesday, Apr 29 - Friday, May 1
\$15.00 - Delivery



Laminated Custom Waterproof Stickers | Vinyl Logo Decals | Size 2 to 12 inch | Extra Durable Custom Labels for Water Bottles, Hard Hats & Outdoor Use | Bulk 20-1000
\$40⁹⁸

Ships from ET Supply Co
Sold by [ET Supply Co](#)

Customizations:
Color: No background, I'm uploading my own image and 3 more

🛒 1 +

Gift options not available

Place your order

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

Why has sales tax been applied? [See tax and seller information](#).

10:56

5G 66

Cancel Place Your Order - Amazon...

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

Place your order

Items:	\$40.98
Shipping & handling:	\$0.00
Estimated tax to be collected:*	\$4.00
Order total:	\$44.98



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AND
PAINTING
EARTH DAY CELEBRATION

DATE: TUESDAY, MAY 5TH

TIME: 12:15-1:15PM

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