

ASI Recognized Student Organization Funding Request Form

## Forensics Speech and Debate

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

Forensics Speech and Debate

### Officer Name

Brian Ta

### 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.

### 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 Showcase

### Event Date(s)

04/15/2026

### Briefly describe the event

The Forensics Showcase is a semi-annual event that features student performances in speech and debate. Specifically, we will feature one performance in each of the four main categories that we compete in which are: platform speaking, limited preparation, interpretative speaking, and debate. There will also be a food and social media giveaway during this event.

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

This event will enhance the CSULA experience by giving students a chance to showcase their public speaking and critical thinking skills in a supportive environment. It promotes engagement by highlighting the variety of speech and debate formats, therefore encouraging both participants and audience members to appreciate different forms of communication. Additionally, the food and social media giveaways help foster community, therefore making the event both enjoyable and interactive for students across campus.

### Total Expected Attendance

45

### Expected Cal State LA Students Attendance

45

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.  
[bacb500f-e602-4bb3-acd8-ce6f95bdc270.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  
Other

## Total Amount Requested from ASI

\$550.99

### 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.

40 Tacos and Drinks Meal Combos (\$10.26 each = \$410.40 total)

### 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

[ecd6ae27-aaec-4855-8c7a-087114289e31.pdf](#)

### 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.

Supplies: Balloons (\$6.60), Vinyl Banner (\$51.99); Prizes and Gift Cards: 3 Amazon Gift Cards (\$25 each = \$75 total); 10 colored fliers (\$7.00)

### Additional Supporting Documentation

### Estimates and relevant invoices for the event(s)\*

Screenshots of the items or provide links of every item your RSD is requesting funds for

[c956f211-2a85-4e96-8c12-63b566da2067.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/d17d1358-32e7-4c2c-8416-011c37ae182c.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

A handwritten signature in black ink, consisting of a large, stylized 'A' followed by a smaller 'S' and a trailing flourish.

Event Update

## Spring Showcase

Revised By: Heidi Saravia, hsaravi3@calstatela.edu on 3/11/2026 12:08:44 PM - Version 3

[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?

Forensics Speech and Debate

#### Event Name

Spring Showcase

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

45

### 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

The Forensics showcase is a semi-annual event that features student performances in speech and debate. Specifically, we will feature one performance in each of the four main categories that we compete in which are: platform speaking, limited preparation, interpretative speaking, and debate. There will also be a social media giveaway during this event.

### 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

04/15/2026 - 4:30 PM

#### End Date/Time

04/15/2026 - 6:30 PM

#### Even set up time

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

4:00 PM

#### Event Tear-Down Time

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

7:00 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

University-Student Union Building

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

USU Theatre

### 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.  
Educational Workshop/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.

[38f76491-32f2-45ab-98bb-c912c8b5a384.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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

calstatelaforensics

## Marketing Media Upload\*

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

[f3807438-3403-4387-9fff-aa4f04c88431.png](#)

## 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.

EDUCATIONAL

FOOD

FREE FOOD

FREE PRIZES/ GIVEAWAYS

LECTURE/SPEAKER

## 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.



# FORENSICS *Showcase*

Curious about what makes Forensics Speech & Debate exciting?  
Come cheer on our team and see what it's like...this could be you next semester!

IPDA Debate | Oral Interpretation | Platform Speaking | Limited Preparation Speech

**WEDNESDAY | APRIL 15**

4:30 - 6:00 PM  
USU THEATRE



Enjoy complimentary Tacos Gavilan  
after the show, while supplies last



We're giving away three gift cards.  
You must be present to win.

## 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)**

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.

**In the USU Theatre**

- For the stage, we are requesting 2 draped 4-foot tables. If 4-foot tables aren't available, we can work with 6-foot tables.
- We are requesting two chairs - one for each table.
- For the stage, we are requesting a podium with a microphone for the emcee.
- For the stage, we are requesting a microphone stand.
- We are requesting a lavalier microphone for the speech performances

### For the outside of the USU Theatre

- Food will be served from 6:00-6:30pm. It is only for attendees of the showcase so we need to request it to be roped off or partitioned off or another alternative so people walking by know that it is for the showcase and not up for grabs
- We need to request 2 draped 6-foot tables (one for food and the other for drinks, utensils, and condiments)
- We need to request a trashcan as all of our dishes, cups, and utensils are disposable

### 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

### Spring Showcase

Items	Quantity	Price
Hospitality - Tacos & Drinks	40 @ \$10.26	\$ 410.40
Supplies		\$ 58.59
Gift Cards	3 @ \$25	\$ 75.00
Colored Fliers	10 @ \$0.70	\$ 7.00

*balloons, vinyl banner*

Event Total \$ 550.99

**Requested Amount \$ 550.99**



[Sign In / Sign Up](#)

[← Back to store](#)

**Method**

Delivery

Pickup

**Pickup time**

Standard · 15–25 min

Schedule for later

**Pickup address**

Tacos Gavilan  
(Central/Washington)  
1900 S Central Ave, Los Angeles, CA 90011, USA



**Contact and payment**

To maximize your benefits, we'll check if you have an account with us or our partner DoorDash, and we'll text you a code to sign in.

**Country**

+1 (US)

**Phone Number**

Use a phone number that can receive text messages

**Email**

Place Pickup Order

Subtotal **\$373.89**


Estimated Tax <sup>Ⓞ</sup> **\$36.45**

**Total \$410.34**

By placing an order, you agree with our [terms](#) and [privacy](#).

First Name Last Name

Payment method

 Credit/Debit >

 Google Pay >

 PayPal >

 Venmo >

Save Contact and Payment Details

Create an account for faster checkout on future orders.

We'll text you a verification code after checkout.

Rewards & promos

 Add Promo >

Text me offers and news

Order summary

30 - 40  
People

1x Asada, Pollo, Horchata, Piña, Tamarindo, Jamaica, Maiz \$373.89

Place Pickup Order

Subtotal \$373.89

Estimated Tax \$36.45

---

**Total \$410.34**

By placing an order, you agree with our [terms](#) and [privacy](#).

Arriving Mar 28, 2026

If you order in the next 3 hours and 19 minutes



Black Gold Balloons, 50pcs 12 inch Gold Black Balloons Kit, Black Latex Balloons for Birthday, New Year, Wedding, Graduation Party Decorations

\$5.99 (\$0.12 / count)

prime & FREE Returns

Ships from Amazon.com

Sold by Redear-US

Disclaimers

1

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, Mar 28** FREE
- Standard Monday, Mar 30** FREE  
Arrives with upcoming delivery

Place your order

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

Items:	\$5.99
Shipping & handling:	\$0.00
Estimated tax to be collected:	\$0.61
<b>Order total:</b>	<b>\$6.60</b>

Place your order

Order total: \$6.60

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

Photo



1. Order Fulfillment

2. Payment Information

3. Order Review

4. Order Confirmation

## Order Fulfillment

Back

Continue >

Pick up my order

For Same Day Pickup and Ship to Store Items

Ship my entire order

Shipping options available

Your order qualifies for home delivery with the special Express Local Delivery flat rate of \$5.99. [Select this option >](#)

### Same Day Pickup

934 N HACIENDA BLVD  
LA PUENTE CA 91744-2845  
Near: SEC OF HACIENDA & AMAR

[Store info](#), [Map](#) | [Change Store](#)

**Estimated pickup**  
Monday, March 30, After 12:00 PM

I would like a friend to pick up this order

Your Products

Vinyl Banner, 2x8

### Order Summary

Subtotal \$51.99

**Total \$51.99**

Shipping and tax are not included.

Have a coupon code?  
[Enter here](#)

### Need Help?

[Get online help](#)  
Call (866) 264-2910  
[Chat now](#)



\$10 instant gift card

get \$10 off instantly upon approval for the Amazon Store Card.

Current subtotal: \$75.00  
Gift Card savings: - \$10.00  
Cost after savings: \$65.00

Learn more

### Shopping Cart

Deselect all items

Price



Amazon Physical Gift Card in Mini Envelope - Award Winning

\$25<sup>00</sup>

In Stock  
FREE delivery Tomorrow, Apr 5  
 This is a gift [Learn more](#)

- 3 +

Delete Save for later Compare with similar items Share

Subtotal (3 items): \$75.00

Subtotal (3 items): \$75.00

This order contains a gift

Proceed to checkout



Get fast, FREE delivery on eligible items with a 30-day trial

Try Prime FREE

### Your Items

No items saved for later

[Buy it again](#)

No items

### Related products with fast delivery



Amazon Physical Gift Card  
★★★★★ 3,268  
\$10<sup>00</sup>

FREE Shipping

Add to cart



Amazon Physical Gift Card | Celebration  
★★★★★ 5,514  
\$10<sup>00</sup>

FREE Shipping

Add to cart

The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent price. [Learn more](#)

Do you have a gift card or promotional code? We'll ask you to enter your claim code when it's time to pay.

Forensics Speech & Debate

Spring Showcase

USU Theater

04/15/2026

4/15/2026



Food Handler Certificate(s)



Rice, beans, beef, chicken, maiz tortillas, Horchata(boiling water, cinnamon, milk, rice, condensed milk, evaporated milk, vanilla extract) lemon, onion, cilantro, green salsa, red salsa, jamaica ( hibiscus, sugar, & water)



chafing dishes for hot food items & cooler for ice and cooler drinks.

Tacos El Gavilan, 1900 S Central Ave, Los Angeles 90011



### 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.

Senen Perez	 <small>Senen Perez (Mar 30, 2026 15:46:32 PDT)</small>	03/30/2026
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	 <small>Fabiola Avina (Apr 1, 2026 07:57:19 PDT)</small>	04/01/2026
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
DANIELKEENAN	 <small>DANIELKEENAN (Apr 1, 2026 09:51:44 PDT)</small>	04/01/2026
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	 <small>Mike Morales (Apr 1, 2026 16:24:12 PDT)</small>	04/01/2026
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE



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Come cheer on our team and see what it's like...this could be you next semester!

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