

ASI Recognized Student Organization Funding Request Form

Statement magazine

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

Statement magazine

Officer Name

Juan Vidales

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

Vice 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

Statement Launch Party

Event Date(s)

May 7th

Briefly describe the event

Celebrate statements 76th issue with us, as we publish it's next issue on the theme of "Home". We have prizes, food, and refreshments. Celebrate the community of people who helped create this issue.

How will this event enhance the Cal State LA experience?

Statement is an award-winning student-edited college literary magazine, one of the oldest and most prestigious in the US. Celebrating the authors of this work showcases the creative and academic creativity this campus has to offer.

Total Expected Attendance

70

Expected Cal State LA Students Attendance

40

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.

[279037eb-5206-4240-905f-365bd42e2744.pdf](#)

Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

Yes

There MUST be an approved event registration form for every event date for which your RSO is requesting funding. If you need to upload additional approved event registration forms, use the additional space provided below.

Additional Approved Event Registration Form*

If needed, upload any additional event registration forms that go with this funding request

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Cost Breakdown

What is your RSO requesting funds for?

Select all that apply

Hospitality

Other

Total Amount Requested from ASI

\$1,500

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.

(100) Disposables (Eco-Friendly) Guest(s) 0.50 50.00 (12) Teriyaki Chicken Skewers w/ CHAFER Dozen(s) 36.00 432.00 (20) Chicken Cesar Wraps - cut into pinwheels (1 inch pcs) Each 6.50 130.00 (15) Caprese Wrap (tom,pesto, mozzarella) - cut into pinwheels (1 inch pcs) Each 6.00 90.00 (5) VEGAN Option: Grilled Vegetable Wraps - cut into pinwheels (1 inch pcs) Each 6.00 30.00 (1) LARGE - Grilled Vegetables with Cayenne Aioli Platter(s) 135.00 135.00 (1) LARGE - Sliced Fruit Platter Platter(s) 125.00 125.00 (50) Assorted Brownies / Bars Each 1.25 62.50 (50) Assorted Cookies Each 1.25 62.50 (4) Infused Water (Cucumber/Lemon/Mint) Gallon(s) 15.00 60.00 (1) Water Service Gallon(s) 9.00 9.00 (1) Delivery/Set-up/Take Down Fee Each 50.00 50.0

Supplies - Decorations

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

[15c277dd-f558-4e7c-be45-6c9c4aa40301.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>

[42729087-adbd-40d4-8e85-554b4b2b3d17.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 stylized, cursive script that appears to be the initials 'JN' followed by a long, horizontal flourish.

Event Registration

2026 Statement Launch Party

[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?

Statement magazine

Event Name

2026 Statement Launch Party

Estimated Attendance

Please describe the estimated attendance of participants for this event.

70

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

Celebrate statements 76th issue with us, as we publish it's next issue on the theme of "Home". We have prizes, food, and refreshments. Celebrate the community of people who helped create this issue.

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

04/28/2026 - 6:00 PM

End Date/Time

04/28/2026 - 8:00 PM

Even set up time

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

4:45 PM

Event Tear-Down Time

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

9:00 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?

Yes

How can participants RSVP for this event?

By email

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

Los Angeles Room C, Alhambra

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.

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?

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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Cal State LA Community

Closed to Guest List

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

FREE FOOD

FREE PRIZES/ GIVEAWAYS

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)

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?

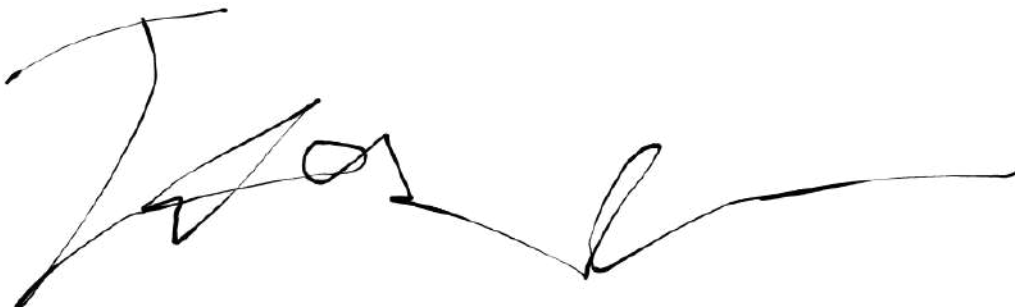
No

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

A handwritten signature in black ink, appearing to read "T. Jones", written on a 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](#).

Statement Launch Party

Items	Quantity	Price
Hospitality - UAS		\$ 1,356.51
Supplies/Decorations		\$ 143.49

Event Total \$ 1,500.00

Requested Amount \$ 1,500.00



for: Event # E44132
on: Tuesday, April 28, 2026

Client/Organization Statement Magazine	Event Date 4/28/2026 (Tue)	Booking Contact [REDACTED]	Event # E44132
Address 8110-05 E&T A604		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Statement Magazine Launch Party	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		5:30 pm	5:45 pm	Student Union	Delivery Service

Food & Beverage

Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Delivery to USU-Alhambra Room for 5:45 PM				Event Time: 6 PM - 8 PM			
(100) Disposables (Eco-Friendly)	Guest(s)	0.50	50.00				
(12) Teriyaki Chicken Skewers w/ CHAFER	Dozen(s)	36.00	432.00				
(20) Chicken Cesar Wraps - cut into pinwheels (1 inch pcs)	Each	6.50	130.00				
(15) Caprese Wrap (tom,pesto, mozzarella) - cut into pinwheels (1 inch pcs)	Each	6.00	90.00				
(5) VEGAN Option: Grilled Vegetable Wraps - cut into pinwheels (1 inch pcs)	Each	6.00	30.00				
(1) LARGE - Grilled Vegetables with Cayenne Aioli	Platter(s)	135.00	135.00				
(1) LARGE - Sliced Fruit Platter	Platter(s)	125.00	125.00				
(50) Assorted Brownies / Bars	Each	1.25	62.50				
(50) Assorted Cookies	Each	1.25	62.50				
(4) Infused Water (Cucumber/Lemon/Mint)	Gallon(s)	15.00	60.00				
(1) Water Service	Gallon(s)	9.00	9.00				
(1) Delivery/Set-up/Take Down Fee	Each	50.00	50.00				

Notes

****REQUESTING ASI FUNDING****

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,236.00	0.00	0.00	0.00	0.00	0.00	0.00	1,236.00
Taxes	120.51	0.00	0.00	0.00	0.00	0.00	0.00	120.51
Total	1,356.51	0.00	0.00	0.00	0.00	0.00	0.00	1,356.51

Subtotal	1,236.00	Paid	0.00
Tax	120.51	Balance	1,356.51
Service Charge	0.00		
Total Value	1,356.51		

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.

CELEBRATE THE 76TH ISSUE LAUNCH PARTY FOR

STATEMENT

WHEN:

TUESDAY, MAY 5TH
6-8 P.M.

WHERE:

UNIVERSITY
STUDENT UNION'S
LOS ANGELES
ROOM

RSVP HERE



FOOD & MERCHANDISE WILL BE PROVIDED!



ASSOCIATED STUDENTS, INC.

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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.