

ASI Recognized Student Organization Funding Request Form

Tau Eta Honor Society

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

Tau Eta Honor Society

Officer Name

Jessica Diaz

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

Historian

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

Books for Every Family: A Community Book Drive

Event Date(s)

03/26/26

Briefly describe the event

A book fair on campus that is uniting children and other community members. They will be able to grab all books they would like, do crafts, grab extra kid-friendly goodies, and enjoy food and drinks.

How will this event enhance the Cal State LA experience?

This event will promote community on campus, and unite for a cause that benefits children in our communities. This will promote our social responsibilities to our communities and will also help in developing responsible leaders who have organized this event.

Total Expected Attendance

50

Expected Cal State LA Students Attendance

20

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.

[2154b77a-af40-47b5-8ec2-54adb5c7ab4d.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

556.28

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.
10 pizzas (121.82), crafts 434.46

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
[d0c621cb-5495-4c68-ae6e-dbc93b0b89bf.pdf](#)

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
[dedb13ec-bfd6-4717-a24b-4a581454114f.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>
[8d244013-c0d2-44c5-af64-9c14cf61dd39.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

ATZ

Event Registration

Books for Every Family: A Community Book Drive

[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?

Tau Eta Honor Society

Event Name

Books for Every Family: A Community Book Drive

Estimated Attendance

Please describe the estimated attendance of participants for this event.

50

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

This book and literacy drive supports families by addressing the literacy gap in our community through access to books and educational resources. Our goal is to promote reading at home, support learners of all ages, and create equitable opportunities for lifelong literacy.

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

03/26/2026 - 4:00 PM

End Date/Time

03/26/2026 - 6:00 PM

Even set up time

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

03:30pm

Event Tear-Down Time

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

6:00pm

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

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

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

Grass area next to gym

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?

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.

[2cb2fdc3-8257-4656-98a8-dccd5729357e.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

Other

Social Media Site

Instagram

Social Media Handle

tauetasw

Marketing Media Upload*

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

[7d0f085f-c079-4c4a-9f43-a5e287d028f7.png](#)

What other methods of marketing will your organization use?

Flyers

Who is invited to this event?

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.

EDUCATIONAL

FOOD

FREE PRIZES/ GIVEAWAYS

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.

★ TAU ETA HONOR SOCIETY ★

BOOK GIVEAWAY

★ at Cal State LA ★

★ Get Books. Grow Minds. Inspire Young Readers. ★




FREE BOOKS for Students & Families!

 **Thursday, March 26th**  **4:00 PM – 6:00 PM**

 **Main Walkway - Grass Area Outside of the Gym**
Cal State LA

Stop by, pick out some books, and ignite a passion for reading!

- ★ Picture Books
- ★ Early Reader Books
- ★ Chapter Books
- ★ Educational Workbooks



Hosted by Tau Eta Honor Society at Cal State LA

OPEN A BOOK. OPEN A DOOR.
OPEN A MIND.



Bringing our community together through the power of reading!

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.

Does not apply - no funds are needed

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.

All food and water provided at this event will be pre-prepared/packaged/purchased. It will be given away and not for sale.

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 that reads "Anthony Lopez". The signature is written in a cursive, flowing style.

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](#).

Books for Every Family: A Community Book Drive

Items	Quantity	Price
Hospitality - Pizza	10	\$ 121.82
Supplies - crafts		\$ 434.46


Event Total \$ 556.28

Requested Amount \$ 556.28

Tau Eta Family Book Drive Receipts:

10:46

Transaction Details


Dollar Tree
-\$25.69

Transaction Details


Type	Card
Transaction date	Mar 26, 2026
Posted date	Mar 26, 2026
Description	DOLLARTREE ARCADIA CA 03/26
Also known as	Dollar Tree
Merchant type	Variety stores
Method	In person
Category	Shopping

Recent charges

DOLLARTREE Mar 30, 2026	-\$6.25
DOLLARTREE Mar 16, 2026	-\$5.80

10:47

Transaction Details


Dollar Tree
-\$38.95

Transaction Details

Type	Card
Transaction date	Mar 14, 2026
Posted date	Mar 16, 2026
Description	DOLLARTREE ARCADIA CA 03/14
Also known as	Dollar Tree
Merchant type	Variety stores
Method	In person
Category	Shopping

Recent charges

DOLLARTREE Mar 30, 2026	-\$6.25
DOLLARTREE Mar 26, 2026	-\$25.69

Save

Order placed March 14, 2026 | Order # 113-0722860-4969066

Ship to	Payment method	Order Summary
		Item(s) Subtotal: \$249.88
		Shipping & Handling: \$0.00
		Total before tax: \$249.88
		Estimated tax to be collected: \$18.40
		Grand Total: \$268.28

Delivered March 15

10:45

Transaction Details

Hobby Lobby
-\$11.54

Transaction Details

Type	Card
Transaction date	Mar 19, 2026
Posted date	Mar 19, 2026
Description	HOBBYLOBBY PASADENA CA 03/19
Also known as	Hobby Lobby
Merchant type	Hobby, toy and game shops
Method	In person
Category	Shopping

Recent charges

HOBBYLOBBY Apr 03, 2026	-\$34.43
HOBBYLOBB 3801 E. FOOT Jul 18, 2025	-\$21.58



12:08 dominos.com

REWARDS

With a profile, your address and payment information can be saved to make ordering even easier and faster.

CREATE PROFILE

ORDER SUMMARY #310

1 Ranch Dipping Cup	\$1.09
5 Large (14") Hand Tossed Pizza	\$54.95
5 Large (14") Hand Tossed Pizza	\$54.95
Food And Beverage	\$110.99
Tax	\$10.83
Total	\$121.82
You Saved	\$127.50

STAY CONNECTED

FOLLOW US
Follow @dominos on Instagram and show us what you ordered

FOLLOW

Tau Eta Honor Society

Books for Every Family: A Community Book Drive

PE Building Spot 4

03/26/2026

03/26/2026

[Redacted]

[Redacted]

[Redacted]

 Food Handler Certificate(s)

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Water/Snacks provided for free

Bottled water, fruit snacks, granola bars

All food will be pre-packaged and shelf stable

Local grocery store such as Ralphs, Vons, Target, etc



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.

Anthony Lopez	<u><i>Anthony Lopez</i></u> <small>Anthony Lopez (Mar 6, 2026 16:58:08 PDT)</small>	03/06/2026
1. Name of Student Organization Requestor	Signature	DATE
Heidy Saravia	<u><i>Heidy Saravia</i></u> <small>Heidy Saravia (Mar 10, 2026 10:15:00 PDT)</small>	03/10/2026
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u><i>DK</i></u> <small>Daniel Keenan (Mar 10, 2026 13:01:15 PDT)</small>	03/10/2026
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u><i>Mike Morales</i></u> <small>Mike Morales (Mar 13, 2026 12:43:12 PDT)</small>	03/13/2026
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

★ TAU ETA HONOR SOCIETY ★

BOOK GIVEAWAY

★ at Cal State LA ★

★ Get Books. Grow Minds. Inspire Young Readers. ★



FREE BOOKS for Students & Families!



Thursday, March 26th



4:00 PM – 6:00 PM



Main Walkway - Grass Area Outside of the Gym

Cal State LA

Stop by, pick out some books, and ignite
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Bringing our community together
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ASL