

Submitted by:

ASI Recognized Student Organization Funding Request Form

PENDING APPROVAL

RSO Funding Video

Watch the video for an in-depth explanation of the funding request submission process, including an overview of the funding policy, funding price list, and reimbursement process.

RSO Funding Overview

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 be considered only in the semester in which 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 Name * Association of Student Social Workers

Officer Name * Mario Carrera Ramos

Officer Position * President

Email Address *
Please be sure this email is CHECKED REGULARLY. If we have any questions about the funding request, this is the email we will use to reach out.

Event Information

An RSO can request funds for multiple events on a single funding request form if the events are connected (e.g., workshops, speaker series). 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 * Involvement Fair

Event Date(s) * Wednesday, September 2, 2026

Briefly describe the event * Students attending the fair will receive a stamp card and be required to visit 8 tables. At check in, our organization received a marker to write our organization initials on a student stamp card.

How will this event enhance the Cal State LA experience? * This event helps students get more information about student organizations like ourselves, and helped open the conversation about the Social Work program at Cal State LA.

Total Expected Attendance * 60

Expected Cal State LA Students' Attendance * 80

Approved Event Registration Form *

 Upload file

[Involvement_Fair_Tabling_Confirmation_September_2_Inbox_mramos83calstatelaedu.pdf](#)
(Delete)

The event registration form must be approved by the Center for Student Involvement (CSI). Only the student who submitted the event registration form will be able to access the approved form.

Document: [Campus_Groups_accessing_approved_event_registrations_1](#)

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

☐ Yes

☒ No

e.g., workshops, speaker series, etc.

Cost Breakdown

ASI shall fund 50% of expenses when an event is a fundraiser or if the student organization is charging for attendance/participation.

What is your RSO requesting funds for? *

☐ Hospitality

☐ Honoraria & Contracts

☒ Marketing

☐ Travel

☐ Other

Select all that apply

Total Amount Requested from ASI * 21.49

Cost Breakdown - Marketing

Marketing includes merchandise (t-shirts, hoodies, lanyards, etc.), flyer printing, & marketing supplies (branded tablecloth or canopy)

ASI may fund up to \$20.00 per item/merchandise

ASI may fund up to 100% of the merchandise purchased to hand out to all Cal State LA students

ASI may fund up to 50% of merchandise if it is being sold and not given out for free to students

Printing Fliers: the funding limit is determined by the paper size and color of B&W.

Marketing Supplies: May consider funding marketing supplies, such as a branded tablecloth or canopy, up to a maximum of \$150.00.

Marketing supply funding requests are limited to once every two (2) years per student organization

All clothing must be manufactured by sweatshop-free companies. A list of sweatshop-free companies is available on the ASI website, or click this [link](#).

Description (include prices) * 1 bag of assorted candy for tabling at \$21.49
ex. 50 t shirts (\$7.99 each = \$399.50 total), 25 hoodies (\$15.50 each = \$387.50 total), etc.

Merchandise Design *

 Upload file

[ASSW_logo.jpg](#) (Delete)

[Costco_Tshirts_receipts.pdf](#) (Delete)

ASI must see the design prior to approval

Sweat-Shop Free Confirmation

 Upload file

[Costco_Tshirts_receipts.pdf](#) (Delete)

If your RSO decides not to use one of the vendors on the ASI approved list.

Written confirmation that the vendor is sweatshop free is required (e.g., email, memo, website).

Additional Supporting Documentation

The ASI logo for your event flier can be found here: <https://asicalstatela.org/student-club-org-logo-guidelines>

Estimates and relevant invoices for the event(s) *

 Upload file

[Costco_Tshirts_receipts.pdf](#) (Delete)

Screenshots of the items or provide links to every item your RSO is requesting funds for (e.g., Amazon shopping cart, invoice from a vendor, etc.)

Event Flier with the ASI Logo *

 Upload file

[InvolvementPost.jpg](#) (Delete)

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? *

☐ Yes

☐ No

☒ Not sure yet

Attendance can be either in person or on Zoom

I acknowledge that submitting this request does not guarantee funding approval. All funding requests will be reviewed by the Finance Committee, and funding decisions are made during the Finance Committee meeting. If you are not in attendance, you will receive an email the following day notifying you of the outcome.

Mario Carrera Ramos

Subject: Involvement Fair Tabling Confirmation - September 2
Date: Monday, August 31, 2026 at 10:57:50 AM Pacific Daylight Time
From: CSI
Attachments: image.png, image.png, image.png, Involvement Fair Tabling List.pdf

Hello Student Leaders,

Thank you for registering for our **Involvement Fair!** This email confirms that your student organization has been approved to table at our event.

Event Details

Date: Wednesday, September 2
Time: 1:00 PM to 5:00 PM
Student Organization Check In: 12:00 PM to 12:45 PM
Location: Main Campus Walkway
Check In Location: White tent near the Golden Eagle statue

Provided:

- (2) chairs
- (1) 6x30 table
- (1) umbrella

Important Reminders:

Organizations that are not checked in by **12:45 PM** will forfeit their table, and the space will be reassigned to an organization on the waitlist.

After checking in, you may select any available table **without a paper label**.

Tablecloths will not be provided, so please plan to bring your own.

Students attending the fair will receive a **stamp card** and will be required to visit **8 tables**. At check-in, your organization will receive a marker to write your organization's initials on student stamp cards. Additional instructions will be shared in person.

Please remember to bring water! The weather is expected to be hot, so we encourage everyone to stay hydrated throughout the event.

A list of the participating student organizations will also be attached to this email for your reference.

If you have any questions or need further clarification, please don't hesitate to reach out. We look forward to seeing you and appreciate your participation in the Involvement Fair!

Thank you,

CSI Team



Center for Student Involvement

323-343-5110 | U-SU 204



Please allow 1-2 business days for a response. For appointments, visit our [Bookings](#) page.

For Student Organization resources visit [The Nest \(formerly Presence\)](#) or the [Student Organization Handbook](#).

Involvement Fair		
Items	Quantity	Price
Assorted Candy		\$ 21.49

Total \$ 21.49

Requested Amount \$ 21.49

COSTCO WHOLESALE

Commerce RD #569
5335 Telegraph Road
Commerce, CA 90040
(323) 767-2640

DG Member 111840616081
E 705876 MARSCHDOVRTY 28.99
E 0000387157 / 705876 7.50-
SUBTOTAL 21.49
TAX 0.00
**** TOTAL **21.49**

XXXXXXXXXXXX5169 H
AID: A0000000031010
Seq# 4884 App# 102600
Costco Visa Ref: APPROVED
APPROVED - Purchase
AMOUNT: \$21.49

Costco Visa 21.49
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 1
INSTANT SAVINGS \$ 7.50
DATE: 07:20 569 4 14 49



21056900400142608270720

OP#: 49 Name: Roxanna S.

Thank You! Please Come Again

Items Sold: 1
DG 08/27/2026 07:20

csula_assw

INVOLVEMENT FAIR RECAP



ASSOCIATION OF STUDENT
SOCIAL WORKERS






(/web_app?
id=24040)


Groups

 532
Events
(/events)


Chats
(/chats)



SEP
02

FREE

Involvement Fair

by Center for Student Involvement

[Weeks of Welcome \(/events?event_type=16706\)](#)

[Campus Spirit/Traditions \(/events?topic_tags=6552278\)](#)

[Educational Workshop/Program \(/events?topic_tags=6552259\)](#)

[Free Prize/Giveaways \(/events?topic_tags=6552277\)](#)

[Leadership Development \(/events?topic_tags=6552280\)](#)

[Social Program \(/events?topic_tags=6552262\)](#)

[Tabling \(/events?topic_tags=6552264\)](#)

[Wingspan \(/events?topic_tags=6552279\)](#)

[Wingspan \(/events?topic_tags=6552279\)](#)

 Wed, Sep 2, 2026
1 PM – 5 PM PDT (GMT-7)
[Add to Calendar](#)

 Main Campus Walkway
5154 State University Drive, Los Angeles, CA
90032, United States
[View Map](#)

531
Registered
[View Attendees](#)

Registration

Registration is now closed (this event already took place).

Details

Explore student organizations and campus resources at the Involvement Fair!

 [Copy Link](#)

Where

