

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 * English Graduate Students Association (EGSA)

Officer Name * Spencer Porter

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 * Bowling Mixer Event

Event Date(s) * Friday, October 16, 2026

Briefly describe the event * Our event is designed to increase social connectedness within the English Graduate department. However, in alignment with ASI's policy of events being open to all Cal State LA students (a policy we celebrate), we invite any and all students to our event, particularly those interested in English and literary study, and in perhaps attending in the future the Cal State LA English M.A. Program.

How will this event enhance the Cal State LA experience? * This event will enhance the Cal State LA experience by promoting social connection outside of the classroom, thus strengthening the bond between students as we share this journey of graduate study. It also serves as a way to advertise the English Graduate Students Association's commitments to fostering events that appeal to the broader Cal State LA community, highlighting our importance to the campus spirit of involvement and togetherness.

Total Expected Attendance * 25

Expected Cal State LA Students' Attendance * 25

Approved Event Registration Form *

 Upload file

[CampusGroupssurvey.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 * 200.00

Cost Breakdown - Other

Other includes anything that does not fall within the other categories (e.g., 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

Description (include prices) * Reservation for three bowling lanes, priced at \$130 each, (we are asking for \$200, to be paired with a contribution from our own department).
ex. paint supplies (\$25.00), paper plates (\$4.50), etc.

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

[Untitled_presentation.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

[Bowling_Mixer_Flyer.png](#) (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.

Spencer Porter

Submitted by:

Event Details

English Graduate Students Associations Bowling Mixer Event

Social **Campus Spirit/Traditions** **Off Campus Trip** **Social Program**

The English Graduate Students Association invites undergraduate and graduate English students to ...

[Read More](#)

Fri, Oct 16, 2026

6 PM – 9:30 PM



Private Location (sign in to display)



Event Coordinator	Spencer Porter	Reg Option #1	RSVP
Team Members	-	Price	\$0
Dress Code	-	Registrations Start	-
Food Provided	-	Registrations End	-
Speakers	-	Total # of Items for Sale	No Limit
Sponsors	-	Waiting List	No
Co-Hosted with	-		
Recurring Events	-		

Event Registration Form

APPROVED

RSO Event Tiers/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.

Who is your student organization faculty/staff advisor? *

Maria Karafilis

The advisor will receive notification to approve your event registration. CSI cannot review the submission until your advisor has approved.

Venue Additional Details

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see ODC Training for links).

The following questions are used to better support the review of your event.

Set Up time * 5:45 pm
What time do you need access to the venue in advance of your indicated event start time.

Clean Up Time * 9:30
What time do you need access to the venue after your event is over to clean up.

Location *

- ☐ University-Student Union
- ☐ Golden Eagle Ballrooms
- ☐ Cal State LA Outdoor Space
- ☒ Off Campus
- ☐ Cal State LA Other

Comments:

Bowling alley location TBD (most likely in Little Tokyo or Koreatown).

Collaborators

Student organizations may not reserve space on behalf of a department, an external organization/company, or another student organization if the submitting organization is not involved in the planning and execution of the event.

CSI may request additional information about the nature of the collaboration if there is insufficient information in this submission.

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
- ☒ No

Planned Activities

Depending on the nature of your event, your organization may be required to provide additional details, complete liability waivers, complete food permits, etc.

Please select all the planned activities that will be taking place at your event. * (Maximum authorized answers: 10)

- ☐ Tabling
- ☐ Clean Up (beach/yard/park/school)
- ☒ Recreational/sports activity
- ☐ Hiking
- ☒ Trip/Travel
- ☐ Bonfire
- ☐ Inflatables/Dunk Tank/Mechanical Bull
- ☐ Guest Speaker
- ☐ Proceeds to Benefit (Fundraiser, tabling selling non-food items)
- ☐ Amplified Sound (live or recorded) -outdoor (non U-SU Plaza)
- ☐ Movie Screening
- ☐ None of the above apply

Comments:

Will this event have security? *

- ☐ Yes

☒ No

Food

Marketing/Media

Who is invited to this event? * (Maximum authorized answers:

6)

- ☒ Student Organization Members
- ☒ Cal State LA Community
- ☐ Other College Students
- ☐ General Public
- ☐ Closed Guest List
- ☐ Off Campus Media

Waivers

Based on the activities you've marked you are required to submit event waivers

Each participant in your event must complete the appropriate waiver prior to engaging in the activity. Please upload the waivers here or email to CSI@calstatela.edu PRIOR to the event.

Access the [waiver via this link](#).

Fill in the information for your event and Risk Management will generate a waiver for you to share with all participants.

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 30 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 30 business day requirement.
 1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the Individual General Release Form and Emergency Contact Form (both forms are located in one file)
 2. Your organization should complete the general waiver and emergency form process first **before** completing/submitting the Event Registration form.
 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

Waiver Upload *

 Upload file

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

Alcohol

Does your organization plan on serving alcohol at the event? *

☐ Yes

☒ No

Will the event be held in a restaurant where alcohol is sold/served but will not be part of your event? *

- ☒ Yes
☐ No

Will your organization advisor be present for the entire event?

- ☒ Yes
☐ No

Your advisor is required to be at the event for the entire duration. If they are unable to, the request to serve alcohol at this event will not be approved.

Event Funding

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.

What funding source is being used for this event? * (Maximum authorized answers: 4)

- ☒ ASI Funding (new request for funds)
☐ RSO Existing Funds (on campus account)
☐ RSO Existing Funds (off campus account - only orgs with approved exemptions))
☐ Does not apply - no funds are needed

Organizations may apply for ASI funding and use existing funds for event(s). Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

Will your organization be collecting funds for this event (fundraiser, charging for admission, etc) *

- ☐ Yes
☒ No

Proceeds to Benefit (Fundraiser)

Type of Fundraising Activity *

- ☐ Restaurant Fundraiser (percentage of sales)
☐ Item Sale (store bought foods or merchandise)
☐ Ticket/Audience Participation Fee
☐ Donation from corporation/business/individual (privater external fundraising)
☐ Fundraiser to benefit a philanthropy
☒ No Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

Confirmation Page

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.

Acknowledgment of above statement *

Spencer Porter

Bowling Mixer Event		
Items	Quantity	Price
Bowling Lanes \$130 per lane	3	\$ 390.00
Reservation Fee \$1 per lane		\$ 3.00

Total \$ 393.00

Requested Amount \$ 200.00

*recieving funds for the remaining amount
from the English Department*

INVOICE

Sanifications. Fall 2026

INVOICE NO. 1
DATE 9/14/2026
CUSTOMER ID

TO

SHIP TO

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Bowling Lanes	3.00	\$130.00	\$390.00
Reservation	1.00	\$3.00	\$3.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
TOTAL DUE			\$393.00

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ORDER DETAILS

Center Details

Activity General Lane Reservation

Event Date Friday, October 16th 2026

Details 6:00 PM - 8:00 PM

Guests Participating 18

Required Lanes 3

Shoes \$0.00 (0 at \$5.00 ea)

Reservation Fee \$3.00

Order Total \$393.00

Discount Code

Check Code

Go Back

Continue





EGSA PRESENTS:



BOWLING MIXER

**Friday, October 16, 2026
6:00 PM-10:00 PM**

XLanes
333 S Alameda St, Ste 300
Los Angeles, CA 90013



COME BOWL WITH US!



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