

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 * School Psychology Student Association

Officer Name * Quynh Nguyen

Officer Position * Treasurer

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 * Welcome Back Picnic

Event Date(s) * September 12, 2026, 2PM-5PM

Briefly describe the event * The Welcome Back Picnic is intended to bring together all three program cohorts to meet at the start of the semester. Our intention is that students mingle and socialize with each other. We plan to have games and food for all to share.

How will this event enhance the Cal State LA experience? * This event will enhance the Cal State LA student experience by creating a welcoming and inclusive environment where students can build meaningful connections with their peers. This event will help new and returning students feel connected and strengthen their sense of community.

Total Expected Attendance * 60

Expected Cal State LA Students' Attendance * 60

Approved Event Registration Form *

 Upload file

[Welcome_Back_Picnic_Event_Approval_Form.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 * 122.24

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) * Sam's Club Pizzas - \$53.88 Sam's Club Water Bottles 48 count - \$7.96 Sodas (Shasta 24 count) - \$17.96 Ice - \$13.48 Utensils - \$16.48 Food Containers - \$12.48
ex. UAS Catering - BEO, 5 pizzas (\$9.99 each = \$49.95), soda (\$7.99), etc.

Who is providing the food? *

- ☐ UAS Catering - BEO
☒ Student Organization

Signed Food Permit Form *

 Upload file

[Student_Organization.pdf](#) (Delete)

If you are not going through UAS, a food permit is required. Food permit MUST have all 4 signatures

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

[Granada_Park_Event_Invoices.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

[Granada_ParkWelcome_Back_Picnic_Flier.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.

Quynh Nguyen

Event Details

 [Back to School Picnic](#)

[Social](#) [Campus Spirit/Traditions](#) [Off Campus Trip](#) [Social Program](#)

Join SPSA for our Welcome Back Picnic! This potluck-style event is a fun opportunity to kick off ...

[Read More](#)

 Sat, Sep 12, 2026

2 PM – 5 PM

 Private Location (sign in to display)



Event Coordinator	Vanessa Lopez	Reg Option #1	RSVP
Team Members	-	Price	\$0
Dress Code	Casual (jeans ok)	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? *

Kezia Gopaul-Knights

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 * 1:30 PM

What time do you need access to the venue in advance of your indicated event start time.

Clean Up Time * 6:00 PM

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

Comments:

The event will be hosted off-campus at Granada Park. This is an accessible location as it is only a five-minute drive and a ten-minute walk from campus. We chose an off-campus location so that we can have the space to invite all members of the organization. SPSA has hosted events at Granada Park before with great success.

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
- ☒ General Meeting

Comments:

We will be hosting a potluck picnic social where we will be providing a space for our members to socialize.

Will this event have security? *

- ☐ Yes
☒ No

Food

Will you be serving food at this event? *

- ☒ Yes
☐ No

Who will be providing the food?

- ☐ University Catering (UAS)
☒ Student Organization

If the student org is purchasing the food from a store, restaurant, vendor - mark student org.

A completed, signed temporary food permit is required for all on-campus events with food unless the food is provided by University Catering. Pre-packaged snacks/beverages also require a food permit. *

 Upload file

Document: [Food_permit_example](#)

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

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

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.

Item Sale - Please describe the items being sold and how funds will be collected *

We will be selling stickers at our event to fundraise!

Store-bought food items or merchandise.

Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

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 *

Vanessa Lopez

Item	Cost
ASI Requests:	
Sam's Club Pizzas	3 pepperoni and 3 cheese: $8.98 \times 6 = 53.88$
Sam's Club Water Bottles 48 count	2 packs: $3.98 \times 2 = 7.96$
Sodas (Shasta 24 count)	2 packs: $8.98 \times 2 = 17.96$
Ice	4 bags: $3.37 \times 4 = 13.48$
Utensils	\$16.48
Food Containers	\$12. 48
Total:	122.24



In 1000+ people's carts

Member's Mark Clear Cutlery Combo Pack, Forks, Knives, Spoons 360 ct.

★★★★★ (4.8) | 2,270 ratings Item # 990325416

\$16.48

\$0.05/ea

Prices may vary in club and online ⓘ



Shipping
Arrives Aug 26



Pickup
As soon as tomorrow



Delivery
As soon as 1 hour

Shipping

Free for **Plus** on eligible orders over \$50

[Upgrade](#)

South Gate, 90280 [Change address](#)

[Add to Cart](#)

Feedback

sam's club



How do you want your items?
South Gate, 90280 - South Gate Sam's Club

Search everything at Sam's Club online and in club



[Reorder](#)

[Savings](#)

[Sign In Account](#)

[\\$0.00](#)

Departments

Services

Same Day Delivery

Labor Day Savings

EBT Eligible

Back To School

Halloween

Easy Meal Ideas

New Arrivals

Sam's Cash Promotions

More



Arctic Glacier Bagged Ice 24 lbs.

★★★★★ (4.8) | 301 ratings Item # 990293892

\$3.37

Max 25 per order.

Prices may vary in club and online ⓘ



Shipping
Not available



Pickup
As soon as tomorrow



Delivery
As soon as 1 hour

Curbside Pickup

Free with your membership on eligible items

[Upgrade](#)

South Gate Sam's Club [Check other clubs](#)

📍 Aisle Z4

[Add to Cart](#)

[Return or replace anytime](#) [See details](#)

Feedback

1.4 Feedback

iv) Feedback



Member's Mark

In 1000+ people's carts

Member's Mark 16" Hot Baked Cafe Pizza

★★★★☆ (3.9) | [1,657 ratings](#) Item # 522223

\$8.98

Max 4 per order.

Prices may vary in club and online ⓘ

Flavor: Cheese

Cheese

Four Meat

☐ Pepperoni

Shipping
Not available



Pickup

As soon as tomorrow



Delivery
Free on all orders

As soon as 1 hour

Curbside Pickup

Free with your membership on eligible items

Upgrade

Gardena Sam's Club [Check other clubs](#)

Add to Cart

14) Feedback

(4) Feedback

CSULA SPSA 2026

Welcome back PICNIC POTLUCK



**SATURDAY,
SEPT 12TH**

**2PM
to
5PM**

**GRANADA PARK
2000 W Hellman Ave, Alhambra, CA 91803**

RSVP FORM:
<https://forms.gle/jByAMNSZK5Pq9sXW7>

Bring a dish to share and
bring your own chair
or blanket!

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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

