Submitted by:

ASI Recognized Student Organization Funding Request Form PENDING APPROVAL

Submission ID: 3304

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 * American Society for Microbiology - CSULA Student Chapter

Officer Name * Yahan Lin

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 * 2026 SCASM Annual Meeting

Event Date(s) * 11/6/2026-11/7/2026

Briefly describe the event * Members from the American Society for Microbiology - CSULA Student Chapter will attend the Southern California Branch of the American Society for Microbiology (SCASM) Annual Meeting. Students will participate in networking events, learn from clinical microbiologists, and participate in open discussions of current clinical microbiology practices.

How will this event enhance the Cal State LA experience? * This will supplement material students learn in biology and microbiology classes. For example, students learn about infectious diseases, like Streptococcus and Escherichia coli, in classes like Medical Microbiology (MICR 3700). Building on this knowledge, attendees will further their understanding of these infections through sessions like "Urinary Tract Infection—A Multi-Niche Dynamic Host-Pathogen Tug-o-War" led by Dr. Maria Hadjifrangiskou and "Neonatal Health: The Impact of Group B Streptococcus Screening, NAAT-based Detection, and Prophylactic Interventions" led by Dr. Diana Diana Hernandez at the SCASM Annual Meeting. This event will also provide attendees with the invaluable opportunity to network with professionals in the field of infectious disease and internship and job recruiters.

Total Expected Attendance * 3

Expected Cal State LA Students' Attendance * 3

Approved Event Registration Form * Upload file

CampusGroupssurvey_3.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
- [x] Travel
- [ ] Other

Select all that apply

Total Amount Requested from ASI * 840.45

Cost Breakdown - Travel

Travel includes attending or engaging in academic-related or professional development events that occur off-campus and involve an overnight stay

ASI may fund the lodging, transportation, and registration fees up to the maximum amount allowable
ASI may fund a maximum allowance of $500 per person for all combined travel costs.

- Lodging: based on CSU rates - $333 per night per room
- Mileage: When the traveler uses their own vehicle, $0.725 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

Description (include prices) *

One-Day Conference Registration Fee: $125.00 per person Transportation: Transportation to the conference location to and from Cal State LA is 214 miles. 214 miles x 0.725 = $155.15 per person Since we are funding 3 members to attend the conference: 3 registrations ($125.00 each = $375 total) 3 transportation ($155.15 each = $465.45 total) Grand total: $840.45

ex. 5 registrations ($150 each = $750 total), 2 hotel rooms ($300 per night x 2 nights = $600 each room, $1,200 total), Airbnb, etc.

Attendance List *

Upload file

SCASM_Annual_Meeting_Attendees.pdf (Delete)

Please include students' names, Cal State LA emails, and CIN

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

2026_annual_meeting_prices.pdf (Delete)
Screenshot_20261021_223924.png (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

SCASM_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.

Yahan Lin

Submitted by:

Event Details

2026 SCASM Annual Meeting

Educational/Awareness

ASM members will be invited to attend the American Society for Microbiology Southern California B...

Read More

Fri, Nov 6, 2026 7:00 AM – Sat, Nov 7, 2026 4:00 PM

Hyatt Regency La Jolla

Event Coordinator	Yahan Lin	**Reg Option #1**	RSVP
Team Members	-	**Price**	$0
Dress Code	Business Formal	**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

Submission ID: 3303

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? *

Edith Porter

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 * 7:00 am

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

Clean Up Time * 4:00 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
- ○ Cal State LA Other

Comments:

The event will be at Hyatt Regency La Jolla at Aventine

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)

- [x] Student Organization Members
- [x] 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)

- [x] 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 *

Yahan Lin

2026 SCASM Annual Meeting		
Items	**Quantity**	**Price**
Registration Fee ($125 per person)	3	$ 375.00
Mileage (107 miles each way = 214 miles) x $0.725	3	$ 465.45
	Total	$ 840.45
	Requested Amount	**$ 840.45**



Annual Meeting 2026 - Scientific Attendee Ticket Pricing

Early Bird Pricing (first 50 tickets sold):

Friday & Saturday - Non Member	$290
Friday & Saturday - Member	$255
One Day (Friday or Saturday) - Non Member	$195
One Day (Friday or Saturday) - Member	$160

Regular Pricing (ends 9/18):

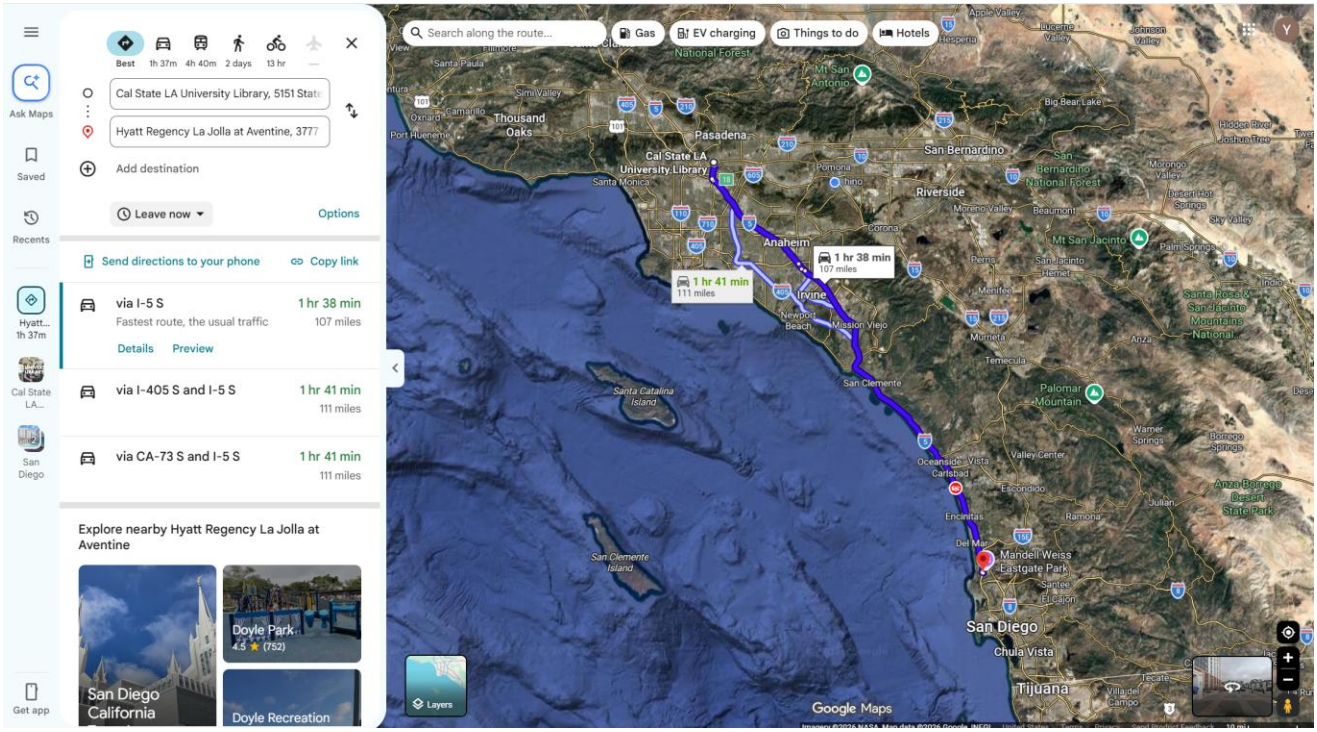
Friday & Saturday - Non Member	$310
Friday & Saturday - Member	$275
One Day (Friday or Saturday) - Non Member	$215
One Day (Friday or Saturday) - Member	$180

Late Pricing (after 9/18):

Friday & Saturday - Non Member	$330
Friday & Saturday - Member	$295
One Day (Friday or Saturday) - Non Member	$235
One Day (Friday or Saturday) - Member	$200

Student Pricing

Friday & Saturday - Non Member	$135
Friday & Saturday - Member	$115
One Day (Friday or Saturday) - Non Member	$125
One Day (Friday or Saturday) - Member	$105


Best
1h 37m
4h 40m
2 days
13 hr
Cal State LA University Library, 5151 State
Hyatt Regency La Jolla at Aventine, 3777
Add destination
Leave now
Options
Send directions to your phone
Copy link
via I-5 S
Fastest route, the usual traffic
1 hr 38 min
107 miles
Details
Preview
via I-405 S and I-5 S
1 hr 41 min
111 miles
via CA-73 S and I-5 S
1 hr 41 min
111 miles
Explore nearby Hyatt Regency La Jolla at Aventine
San Diego California
Doyle Park
4.5 (752)
Doyle Recreation
Ask Maps
Saved
Recents
Get app
Search along the route...
Gas
EV charging
Things to do
Hotels
Cal State LA University Library
1 hr 38 min
107 miles
1 hr 41 min
111 miles
Layers
Google Maps

1. Seshan Goluhewa, CIN
2. Silvia Herrera, CIN
3. Yahan Lin, CIN

SOUTHERN CALIFORNIA BRANCH

AMERICAN SOCIETY FOR MICROBIOLOGY

90 1936-2026

YEARS OF CULTURE



SCASM 90TH ANNUAL MEETING

NOVEMBER 6-7, 2026

HYATT REGENCY LA JOLLA AT AVENTINE

ASM

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