Submitted by:

ASI Recognized Student Organization Funding Request Form PENDING APPROVAL

Submission ID: 3354

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 * Bilingual Education Student Organization

Officer Name * Janneth Martinez

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 * Circulo De Libros - Octubre

Event Date(s) * October 27

Briefly describe the event * Our circulo de libros is a monthly event for BESO. BESO members gather together to read a children's bilingual book. As many BESO members are future educators we explore different ways to use the book in our future classrooms. BESO chooses culturally relevant stories to learn about new narratives and connect with other stories.

How will this event enhance the Cal State LA experience? * This event allows many students in teacher preperation programs or in their early undergrad years to find community at school. Many of our members have maintained friendships by engaging in our Circulo de Libros every month. Additionally the inclusivity of being bilingual brings a sense of home to our campus. Finally, the members that attend our circulo de libros get to keep a copy of the book (the first 16 to join). This helps students who are looking to build their future classroom library!

Total Expected Attendance * 25

Expected Cal State LA Students' Attendance * 25

Approved Event Registration Form * Upload file

Screenshot_20261014_at_110824PM.png (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
- [x] Other

Select all that apply

Total Amount Requested from ASI * 296.3

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) * Books (16 copies) 8 copies from the Academy Museum store totals to $123.93 4 copies from Lil' libros totals to $100.37 4 copies from PAMM shop totals to $72.00

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

BESO_October_Circulo_Supporting_Doc.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

ASI_logo_Circulo.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.

Janneth Martínez

Submitted by:

Event Details

Circulo De Libros - Octubre

Academic | Career/Professional Development

Circulo de Libros is a monthly routine for BESO. Our organization gathers at King Hall Courtyard ...
Read More

Tue, Oct 27, 2026
7:15 PM – 8:20 PM
Private Location (sign in to display)

Event Coordinator	Janneth Martinez	**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

Submission ID: 3352

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 day**s 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? * Veronica Gonzalez

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 * 7:15

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

Clean Up Time * 8:20

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:

King Hall Courtyard

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

- [x] No

Food

Will you be serving food at this event? *

- [ ] Yes
- [x] No

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
- [x] No

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

- [ ] Yes
- [x] 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
- [x] 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.

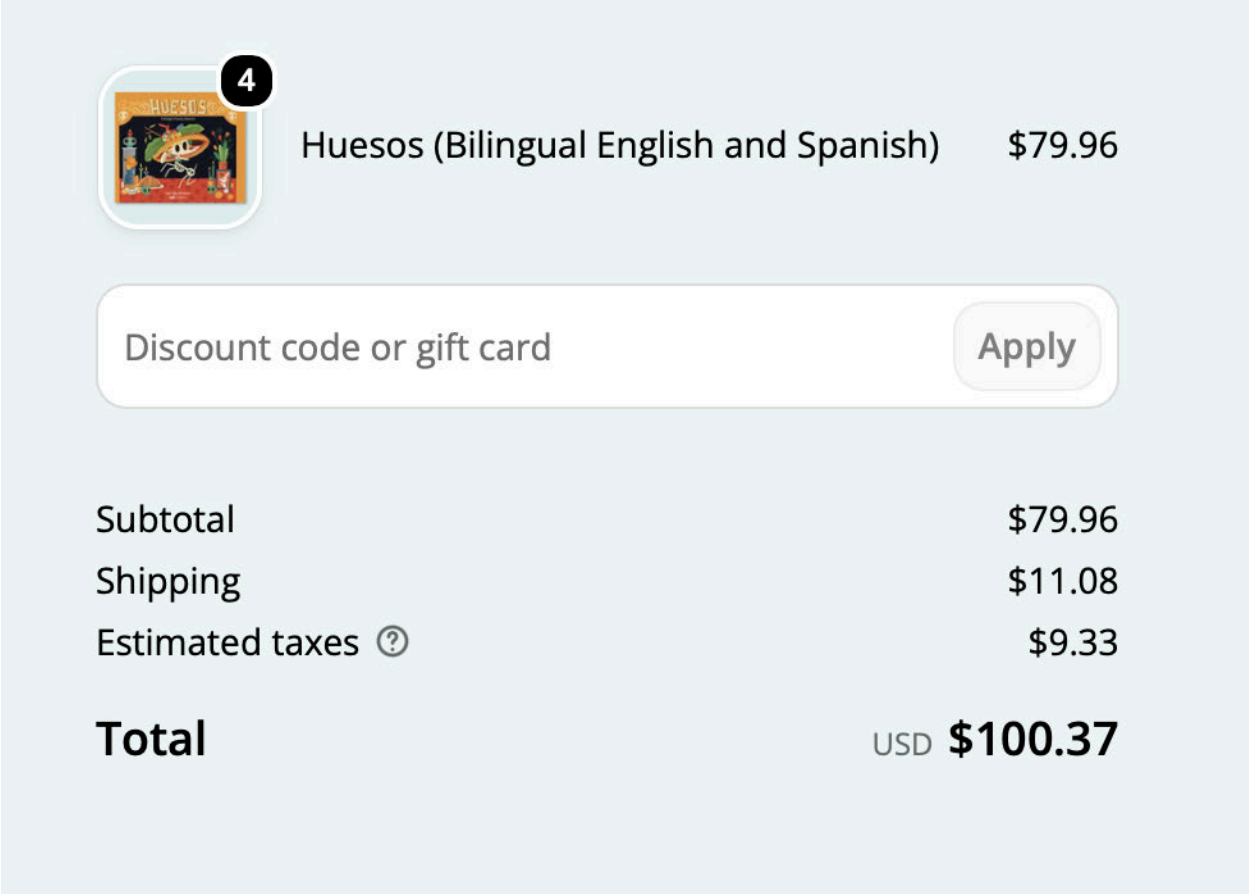
Acknowledgment of above statement *

Janneth Martinez

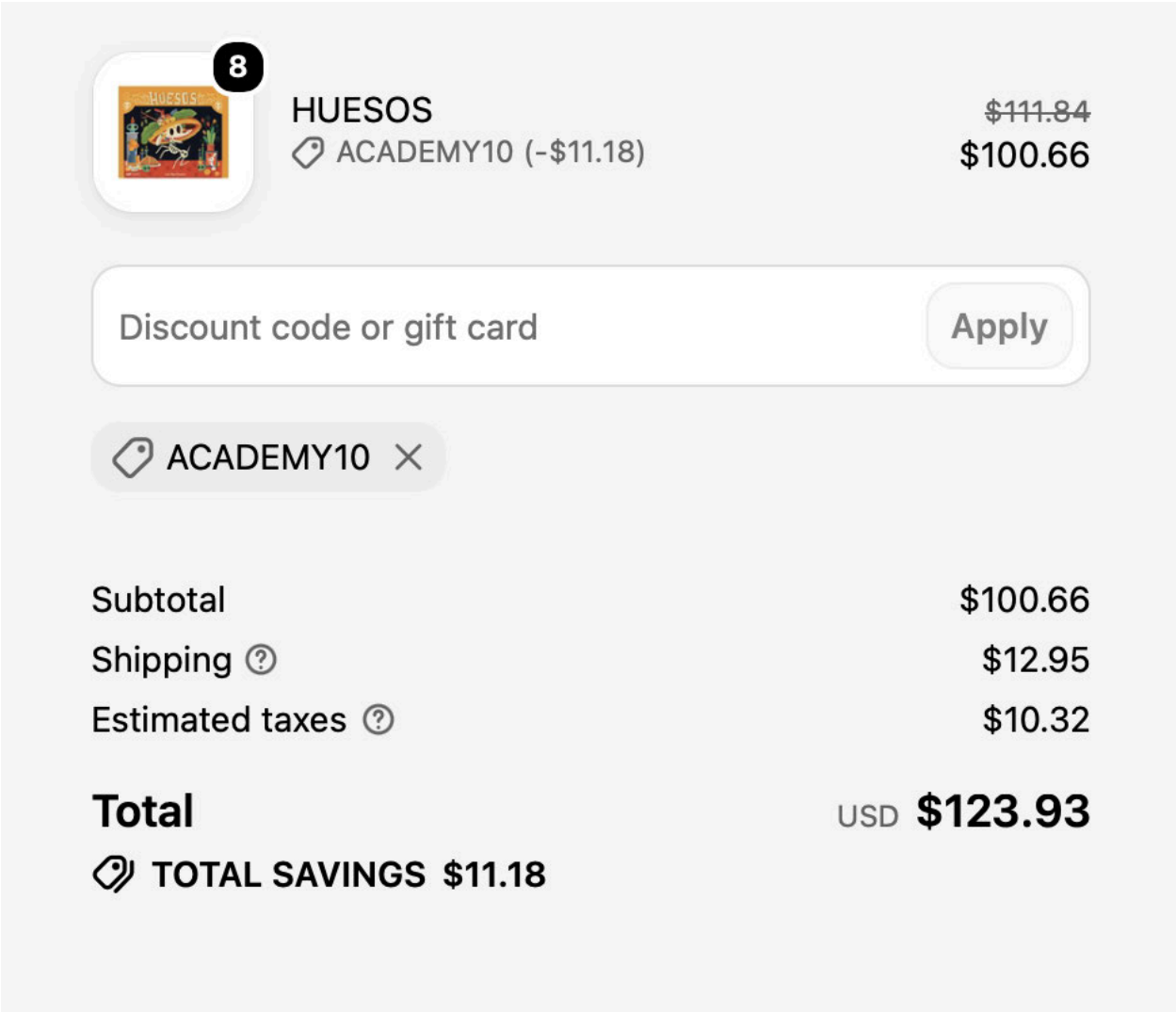
Circulo De Libros - Octubre		
Items	**Quantity**	**Price**
Book - Huesos	16	$ 296.30

Total	$	296.30
Requested Amount	**$**	**296.30**

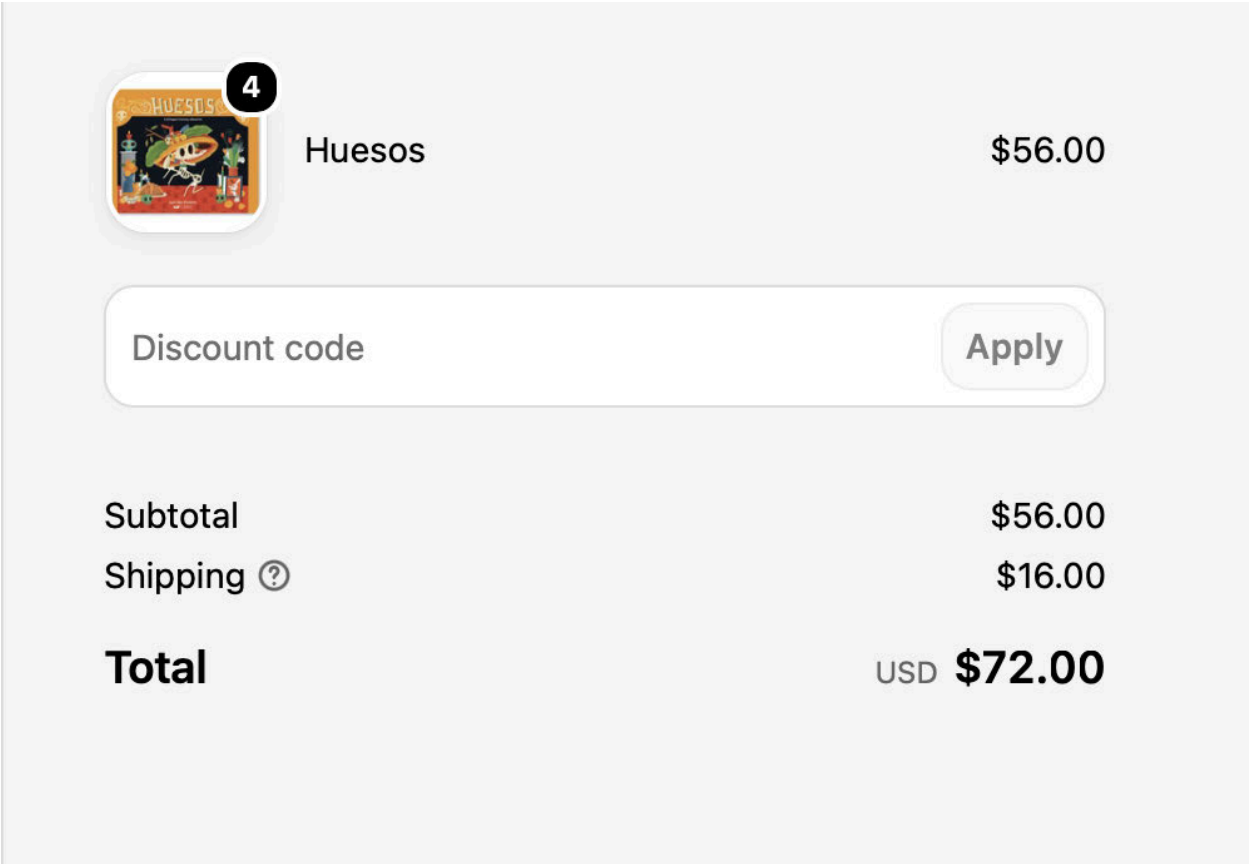
The cost we are expecting for 16 copies are as follows:



Totals from Lil' Libros https://lillibros.com



Totals from ACADEMY MUSEUM STORE https://academymuseumstore.org



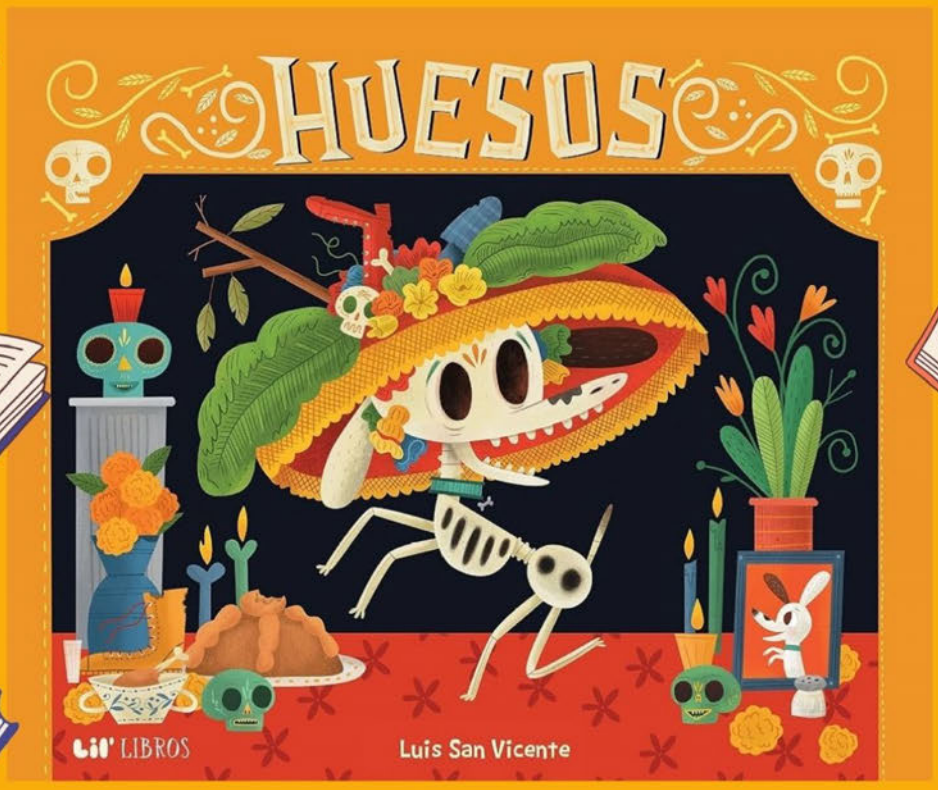
Totals from PAMM Shop https://shop.pamm.org

We separated the orders because of the inventory capacity of these sellers. Some also price the books at a cheaper discount.

100.37+123.93+72.00= $296.30

ÚNETE A NUESTRO

CÍRCULO DE LIBROS



Join us at King Hall Courtyard:

Thursday,
October 29th
7:15 pm

BESO

ASI ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.