Submitted by:

ASI Recognized Student Organization Funding Request Form PENDING APPROVAL

Submission ID: 2333

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 Assocation

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 * Significations Conference Spring 2027

Event Date(s) * April 23, 2027

Briefly describe the event * EGSA is proud to host our annual Significations literary graduate conference on campus this coming Spring. We invite graduate students from departments across campus, as well as a select group of undergraduates, to submit and share their scholarly work in a professional, academic setting.

How will this event enhance the Cal State LA experience? * This event offers Cal State LA undergraduate and graduate students alike the opportunity to participate in a professional literary conference, and learn skills in public speaking, preparation, and scholarly dialogue which will help them throughout their careers. This event strongly evokes Cal State LA's commitment to community, as well as fulfills our university's exceptional ability to provide students with direct and hands-on experience in their fields of interest.

Total Expected Attendance * 70

Expected Cal State LA Students' Attendance * 65

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
- [x] Other

Select all that apply

Total Amount Requested from ASI * 1055.00

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) * Catered food; $630, 70 sandwiches/$9 each. Honorarium (speaker fee); $300. Fresh brewed Coffee from UAS; $30 Tea from UAS; $24.00 Assorted snacks; $31.46 Other beverage; $9.78

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

Invoices_for_Event_2027.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

Significations_2027_Flyer.jpeg (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

Significations Conference Spring 2027

Academic | Conference/Convention | Critical Dialogues | Cultural

We warmly welcome graduate students to our annual Significations Conference, Spring 2027. After a...
Read More

Fri, Apr 23, 2027
10 AM – 5 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

Submission ID: 2014

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? *

Maria Karafilis

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

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments

Venue Additional Details

(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 * 8:00 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:

We are extremely eager to move forward in order to secure these rooms ahead of time, and get a head start, making planning and everything else more convenient for USU, ourselves, CSI and ASI---thank you!

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
- [x] 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

Please list the name(s) of your invited guest speaker(s) * TBD; like last year's Significations conference, we will invite a guest speaker and provide an honorarium.

Food

Will you be serving food at this event? *

- ( ) Yes
- (•) No

Marketing/Media

Who is invited to this event? * **(Maximum authorized answers: 6)**

- [x] Student Organization Members
- [x] Cal State LA Community
- [x] Other College Students
- [ ] General Public
- [ ] Closed Guest List
- [ ] Off Campus Media

What institutions have been invited to this event? * A number of other universities/colleges in the state of California, and around the country, will receive our Call for Paper, and thereby an invitation to participate in our conference!

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 *

Spencer Porter

Significations Spring 2027			
Items	**Quantity**	**Price**	
Honorarium (Speaker Fee)		$	300.00
UAS - Coffee & Tea		$	54.00
Sandwiches - Banh Mi Hoa Phat ($9 each)	70	$	630.00
Cookies & Crackers Variety Pack		$	12.98
Chips (50-count)		$	18.48
Sparking Water (24-count $10.48 each)	2	$	20.96
Water ($9.78 each)	2	$	19.56
	Total	$	1,055.98
	Requested Amount	**$**	**1,055.00**

Significations, Spring 2027

INVOICE NO. 100
DATE 10/9/2026
CUSTOMER ID ABC12345

TO

Name
Company Name
Street Address
City, ST ZIP Code
Phone

SHIP TO

Name
Company Name
Street Address
City, ST ZIP Code
Phone

DESCRIPTION	QUANTITY	AMOUNT	TOTAL
Catered Sandwiches from Banh Mi Hoa Phat	70.00	$9.00	$630.00
Honorarium (Speaker Fee)	1.00	$300.00	$300.00
Fresh Brewed Coffee (1 Gallon) from UAS	1.00	$30.00	$30.00
Hot Water (1 Gallon) with Assorted Tea Bags from UAS	1.00	$24.00	$24.00
Nabisco Classic Mix Cookies & Crackers Variety Pack (40 count) from Sam's Club	1.00	$12.98	$12.98
Frito Lay Classic Mix Variety Pack (50-count) from Sam's Club	1.00	$18.48	$18.48
LaCroix Sparkling Water Variety Pack 24 count from Sam's Club	2.00	$10.48	$20.96
Bottled Water 8 oz. 80 pk. from Sam's Club	2.00	$9.78	$19.56
			$0.00
		TOTAL DUE	$1,055.98

Make all checks payable to Significations, Spring 2027.

THANK YOU FOR YOUR BUSINESS!

1:06

Cart (6 items)

Curbside Pickup

Park by the Curbside Pickup signs at your chosen time and we'll load your car.

Change

El Monte Sam's Club

Tomorrow	Tomorrow	Tomorrow
9am-10am	10am-11am	11am-12pm

6 items



Nabisco Classic Mix Cookie & Cracker Variety Pack, 1 oz,... $12.98

32.5¢/oz

SNAP EBT eligible, pickup or delivery only

Remove | Save for later | − 1 +



Frito-Lay Classic Mix Variety Pack Chips, 50 pk. $18.48

SNAP EBT eligible, pickup or delivery only

Remove | Save for later | − 1 +



LaCroix Sparkling Water Variety Pack 12 fl. oz., 24 pk. $20.96 $10.48 ea

3.6¢/fl oz

SNAP EBT eligible, pickup or delivery only

Remove | Save for later | − 2 +



Member's Mark Purified Bottled Water 8 fl. oz., 80 pk. $19.56 $9.78 ea

1.5¢/fl oz

SNAP EBT eligible, pickup or delivery only

Remove | Save for later | − 2 +

Hide details

Est. total (6 items) $71.98

Checkout

Subject to terms and conditions

1:09
https://www.calstatela.edu/sites/def

DESSERTS

Disposable fee $0.75 per person
Prices based on pick up, delivery fees may apply

Brownies - 3

Assorted Bars - 3

Assorted Cookies - 2.50

Chocolate Covered Strawberries - 3

Vegan and Gluten Free Upon Request - 5.50

Sheet Cakes

Half 120 & *Full 200*
40 - 45 slices *85 - 90 slices*

custom orders available with 48-hour notice

BEVERAGE SERVICES

by the gallon in disposable container includes cups

Fresh Brewed Coffee - 30

Hot Water with Assorted Tea Bags - 24

Iced Tea - 24

Lemonade - 24

Orange Juice - 24

Infused Water - 15

Hot Chocolate - 24

ADULT BEVERAGES

Full-Service Beer, Wine, and Spirits are available upon request.

LIGHT REFRESHMENTS

CAL STATE LA
RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

RMEHS Office Use Only
PERMIT #: 2627-129

Temporary Food Permit Request Application
(Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: *This application is valid only for events at Cal State LA where food will be sold or given away to the general public.*

Event Information:

Name of Student Organization: English Graduate Students Association (EGSA)

Event Name/Title: Significations Conference 2027

Event Location: USU

Event Start Date: 04/23/2027 Event End Date: 04/23/2027 Hours of Operation: 10 -5:00 PM

Contact Name: Spencer Porter Email: _____ Phone: _____

Food Handler(s) Information: Food Handler Certificate(s)

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note*: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event* ***at all times****. You are required to retain a physical copy of your Food Handler Certificate while operating your event.*

Name of Certified Food Handler: Vincent Rogers Email: _____

Name of Certified Food Handler: Spencer Porter Email: _____

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☒ Catering ☐ Other: _____

List exact food/beverage(s) that will be sold/served, including ingredients:
70 Banh Mi Sandwiches, pork, chicken, and vegetarian (egg/tofu options)

Will alcohol be served/sold? ○ Yes ◉ No ***Note:*** *If alcohol is being served/sold a permit must be on file and shown upon request.*

How will the food be protected or stored at proper temperatures? Food will be served hot and fresh!

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Banh Mi Hoa Phat; 301 N. Garfield Avenue, Monterey Park, CA, 91754
70 Banh Mi Sandwiches (pork , chicken and vegetarian)

For more locations, add them on a page as and attach it.

Catering/Vendor Information:
If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- ☐ County of Los Angeles Public Health Permit
- ☐ Business License
- ☐ Sellers Permit
- ☐ Certificate of Liability Insurance

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

Spencer Porter	Spencer Porter (Oct 13, 2026 17:30:41 PDT)	10/13/2026
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	Fabiola Avina Fabiola Avina (Oct 14, 2026 18:11:56 PDT)	10/14/2026
2. Name of Center for Student Involvement Approver *(USU 204) (Student Organizations Only)*	Signature	DATE
Amanda Tapia	Amanda Tapia (Oct 14, 2026 18:12:49 PDT)	10/14/2026
3. Name of University Auxiliary Services, Inc. Approver *(Golden Eagle Bldg. 314)*	Signature	DATE
Mike Morales	Mike Morales Mike Morales (Oct 16, 2026 11:18:04 PDT)	10/16/2026
4. Name of Environmental Health & Safety Approver *(Corporation Yard Bldg. 244)*	Signature	DATE

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

significations 2027

Annual English Graduate Student Conference



[fan-taz-muh-GOR-ee-uh] noun

phantasmagoria

Friday, April 23, 2027
California State University, Los Angeles
University Student Union

keynote to be decided