

ASI Recognized Student Organization Funding Request Form

PENDING APPROVAL

Submission ID: 3280

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 * MSW United

Officer Name * Vesta McGee

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 * Coffee and Donuts Meet and Greet

Event Date(s) * 09/26/2026

Briefly describe the event * This event provided valuable support to CSULA students by offering a space to socialize, enjoy coffee and donuts, and engage in interactive activities like a social work crossword puzzle and word scramble. It was particularly beneficial for students on campus on Saturdays, when food options are limited to vending machines, and students often rush between classes without much opportunity to connect. Both undergraduate and graduate students participated.

How will this event enhance the Cal State LA experience? * This event was designed to foster community and inclusivity. We aimed to create an environment where students could come together, share a snacks, and learn about the advocacy and initiatives of MSW United, with our officers facilitating discussions and providing information.

Total Expected Attendance * 41

Expected Cal State LA Students' Attendance * 41

Approved Event Registration Form *

 Upload file

[2026_Coffee_Donut_Approved_Registration.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 * 170.80

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) * McDonald's Coffee -\$74.59 Granny's Donuts -\$55.47 Ralph's water, juice, and ice -\$29.75 Ralph's Muffins -\$5.00 Albertsons Muffins -\$5.99
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

Cal_State_LA_Temporary_Food_Permit_Request_Application_Student_Organizations_signed_7.pptx (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

20260926_Albertsons_Muffins_Receipt_599_DS.jpg (Delete)

20260926_Ralphs_Muffins_Receipt_5_DS.jpg (Delete)

20260926_McDonalds_coffee_receipt_7459_VMJPG.jpg (Delete)

20260926_Donut_and_Ralphs_receipts_5547_JL_and_2975_VM.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

MSWMeetandGreet2026HotCoffeeEditableFlyer_1.pptx (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.

Vesta McGee

Event Details

MSW Meet & Greet

Social

A space for students to gather and meet one another on Saturdays.

 Sat, Sep 26, 2026

9:30 AM – 12:30 PM

 Private Location (sign in to display)



Event Coordinator Ji Hyun Lee

Team Members 

Dress Code -

Food Provided Yes

Speakers -

Sponsors -

Co-Hosted with -

Recurring Events -

Do you want to let people register to this event No

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? *

Nikola Alenkin

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 * 9:30am

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

Clean Up Time * 12:30pm

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:

Salazar Hall courtyard 3-6

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

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. *

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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.

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 *

Vesta McGee

Coffee and Donuts Meet & Greet

Items	Quantity	Price
Coffee	4	\$ 74.59
Donuts		\$ 55.47
Drinks - Water, Juice & Ice		\$ 29.75
Muffins	2	\$ 10.99

Total \$ 170.80

Requested Amount \$ 170.80

9:50

5G 73

✕ Order Tracker



Order sent to
McDonald's



Your Order is
Almost Ready!

We're prepping your order at

1617 N Eastern Avenue

Your order will be ready soon and you can no longer cancel it.

Get Directions

I'm Already Here

Your order (#JK39)

4 Box of Coffee

VISA Paid \$74.59 with Visa 8506

Order Details



See how ordering works



[Get Help](#)



FRESH
FOR
EVERYONE™

330 N. Atlantic Blvd
(626) 289-0261 CHEC 501

BFG MUFFINS 5.00 F
RALPHS rewards CUSTOMER *****3420
TAX 0.00
**** BALANCE 5.00

Monterey Park CA 91754
VISA CREDIT Purchase
*****3081 - H
REF#: 00004C TOTAL: 5.00
AID: A0000000031010
TC: 7E2B52A5672BA23B

VISA 5.00
CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 1
09/26/26 08:20am 715 501 10 999999501

Annual Card Savings \$32.50

Redeem Points in the App
for Dollars Off Groceries
or at the Pump for Fuel Discounts

Points Earned Today: 5
Total September Points: 5

NGR: GABRIEL GALLARDO (626) 289-026
THANK YOU FOR SHOPPING AT RALPHS!



Store 561 Dir Robert Sakaguchi
Main: (626)446-1416 Rx: (626) 446-1902
298 E. LIVE OAK AVE.
ARCADIA CA 91006



00056100104552609252147

YOUR CASHIER TODAY WAS Quin H

BAKED GOODS

	Price	You Pay
22120100000 RAISIN BRAN MUFFIN	6.99	5.99 S
for U Store Coupon -1.00		

TAX	0.00
**** BALANCE	5.99

Credit Purchase 09/25/26 21:47
CARD # *****8207
REF: 394707482070 AUTH: 00081465

PAYMENT AMOUNT 5.99

AL US DEBIT

AID A0000000980840
TVR 00000000000

Visa	5.99
CHANGE	0.00

Points expiring 09/30/26 182

YOUR SAVINGS

for U Savings	1.00
Total	1.00
Total Savings Value	14%

YOUR POINTS

Points Earned Today 5
Points Available 296

1681 N EASTERN AVE
LOS ANGELES, CA 90063
323 266 6918

Transaction 246230

Total		
Credit card		\$53.85
surchage	3%	\$1.62

CREDIT CARD SALE
VISA 9081
\$55.47

Retain this copy for statement validation

To cover the cost of accepting credit cards, we collected a 3% credit card surcharge.

26 Sep 2026 10:27:45A
\$55.47 | Method: CONTACTLESS
VISA CREDIT
XXXXXXXXXXXX

VISA CREDIT
XXXXXXXXXXXX9081
VISA CARDHOLD

VISA CARDHOLDER
Reference ID: A123456789

Reference ID: 626900694426
Auth ID: 08629C
MID: *****

MID: *****0885
AID: A000000000

AID: A00000000031010
AthNlwkNm: VISA

AthNtwkNm: VISA

Online: <https://clover.com/p/5KB4H02GD9FZ2>

Clover ID: KR4KGRXBK8434
Payment 5KB4H02GD9FZ2
Clover Pr

Clover Privacy Policy
<https://clover.com/privacy>

Vesta



FRESH
FOR
EVERYONE.

14049 Ventura Blvd.
(747) 233-6100 DIANA
VERIFIED TOTAL SALES

VERIFIED TOTAL SAVINGS \$ 2.00

TOTAL SAVINGS \$ 2.00	
SC	KROGER SUPER ICE 4.29 B
	MOTTS 100% VRTY PKRC 15.99 B
	RALPHS SAVED YOU 1.00
	CGYS SPRING WATER RC
	CA REDEM VAL
SC	RALPHS SAVED YOU 5.99 F
	rewards CUSTOMER 1.00
	TAX 1.50 F

DAYS SPRING WATER RC 1.00 15.99
 CA REDEM VAL 5.99
 RALPHS SAVED YOU 1.50
 rewards CUSTOMER 1.00
 TAX
 **** BALANCE *****8233
 Sherman Oaks CA 91423 1.98
 VISA CREDIT Purchase 29.75
 *****8506
 REF#: 021111

TAX
BALANCE
Sherman Oaks CA 91423
VISA CREDIT Purchase
*****8506 H
REF#: 021661 TOTAL: 29.75
AID: A0000000031010
TC: 3333C836A43ED160
VISA

VISA
CHANGE
NUMBER

TOTAL NUMBER OF ITEMS SOLD = 29.75
 TOTAL COUPONS SAVINGS 4.00
 09/25/26 06:37

 09/25/26 06:37pm 222 2 157 127 \$2.00
 Annual Card Savings 2.00

Annual Card Savings \$1054.51
 Redeem Points for Dollars
 or at

Savings	\$1054.51
Redeem Points in the App	
For Dollars OFF Groceries	
or at the Pump for Fuel	
points Earned	
Total	

3 OFF the App
 the Pump for Groceries
 points Earned Today 26
 Total September Points
 EARN

 3 OFF the App
 the Pump for Fuel Discounts
 Points Earned Today 26
 Total September Points

 GIVEAWAY
 BY

...member today 26
 ...points: 377
 ...EARN 50 FUEL
 ...BY GIVING US
 ...10% OFF
 ...FEEDBACK
 ...COM/10

VERIFIED 100% **ONLINE FEEDBACK**
com / Feedback



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: MSW United
Event Name/Title: MSW Meet + Greet
Event Location: Salazar Hall Courtyard
Event Start Date: 09/26/2026 Event End Date: 09/26/2026 Hours of Operation: 9:30am - 12:30pm
Contact Name: Vesta McGee 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: Vesta McGee Email: _____
Name of Certified Food Handler: Deisy Samaniego Email: _____

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☐ Catering ☒ Other: Donation based, no required charge

List exact food/beverage(s) that will be sold/served, including ingredients: _____

Traveler container brewed coffee and donut variety

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? _____ Coffee will be in a container that will keep it hot for hours and donuts will be delivered fresh and only out for one hour.

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

Sunny Donuts, 10807 Beverly Blvd. Whittier, CA / Tierra Mia, 1704 N Eastern Ave / Granny's Donuts, 1681 N Easter Ave

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.

Vesta McGee Vesta McGee 09/06/2026

Vesta McGee (Sep 6, 2026 16:36:50 PDT)

1. Name of Student Organization Requestor Signature DATE

Fabiola Avina Fabiola Avina 09/08/2026

Fabiola Avina (Sep 8, 2026 09:27:22 PDT)

2. Name of Center for Student Involvement Approver Signature DATE
(USU 204) (Student Organizations Only)

Amanda Tapia Amanda Tapia 09/08/2026

Amanda Tapia (Sep 8, 2026 09:45:27 PDT)

3. Name of University Auxiliary Services, Inc. Approver Signature DATE
(Golden Eagle Bldg. 314)

Mike Morales Mike Morales 09/14/2026

Mike Morales (Sep 14, 2026 10:57:39 PDT)

4. Name of Environmental Health & Safety Approver Signature DATE
(Corporation Yard Bldg. 244)

COFFEE + DONUTS
MEET N' GREET
A WARM WELCOME FOR MSW STUDENTS

9/26/2026 SAT
10:30 AM – 12:30 PM

**@ SALAZAR
HALL**



Hosted by **MSW UNITED**
@CSULA_MSW UNITED