

ASI Recognized Student Organization Funding Request Form
American Association of Airport Executives

Pending Approval

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 only be considered in the semester when 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 & Officer Information

Organizations

American Association of Airport Executives

Officer Name

[REDACTED]

Email Address

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.

[REDACTED]

Officer Position

President

Event Information

An RSO can request funds for multiple events on one funding request form if the events are connected (i.e., workshops, speaker series, etc.). 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

SWAAAE 2026 Winter Conference

Event Date(s)

02/01/2026 - 02/04/2026

Briefly describe the event

Students attended a business conference for airport executives.

How will this event enhance the Cal State LA experience?

Students who attended met executives in the aviation community. They were also given scholarship and internship opportunities through the connections they made at the conference.

Total Expected Attendance

7

Expected Cal State LA Students Attendance

7

Here is a [guide](#) to show how to access the approved event registration form

Approved Event Registration Form*

Event Registration Form MUST have the green approved stamp.

[bd58964a-e3b4-41a2-aa6e-1d6e2753af38.pdf](#)

Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

No

Cost Breakdown

What is your RSO requesting funds for?

Select all that apply

Travel

Total Amount Requested from ASI

\$1,500

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, \$0.70 per mile will be used.
- Airfare reimbursement will be based on coach seating rates.

Description (include prices)

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

7 registrations (\$81 each = \$567), 3 hotel rooms (2 @ \$90.74/night x 3 nights + 1 room @ \$136.17/night x 3 nights = \$952.97

Attendance List*

Please include students' names, Cal State LA email, and CIN.

[82315b55-c70f-4191-be87-0b67f20d4d07.xlsx](#)

Additional Supporting Documentation

Estimates and relevant invoices for the event(s)*

Screenshots of the items or provide links of every item your RSO is requesting funds for

[8ccb8351-90c9-4b40-a460-d4102b3eee0d.pdf](#)

Event Flier with the ASI Logo*

ASI logo can be found here: <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

[492a9007-26e5-436a-89f6-64ebe66b7200.pdf](#)

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?

Attendance can be either in-person or on Zoom

Yes

Signature

Michael Reed

Event Update

SWAAAE Winter Conference 2026

[APPROVED]

Student Org Event Tiers and 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.

Event Information

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

American Association of Airport Executives

Event Name

SWAAAE Winter Conference 2026

Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

The Nest to all students.

About the event

Students will be given the opportunity to meet aviation professionals, network in a business setting, and expand their knowledge about airport management.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

Start Date/Time

02/01/2026 - 9:00 AM

End Date/Time

02/04/2026 - 5:00 PM

Even set up time

If no additional set up time is needed use the event start time

9:00 AM

Event Tear-Down Time

If no additional clean up time is needed use the event end time

5:00 PM

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

By email

RSVP Link

Requires http:// or https://

<https://aaaecealstatelachap.wixsite.com/aaae>

Where will your in-person event/meeting take place?

Off-Campus

Event/Meeting Virtual Link and/or In-Person Location

Monterey Marriott: 350 Calle Principal, Monterey, CA 93940

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed on The Nest on your roster as the advisor.

[REDACTED]

Collaborations

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

What organization/department are you collaborating with? Please describe whether they are on- or

off-campus organizations/departments and what their role is in this event.

This is a conference hosted by the Southwest chapter of our parent organization.

Who initiated the conversation on collaborating for the event?

Michelle Waldman

How will your organization be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

We will be attending the conference as students.

Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Attending a Conference/Convention/Meeting

Educational Workshop/Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Domestic Travel

Will food be served at this event?

Food may be served at events so long as the appropriate approval is received via the Temporary Food Permit. The Food on Campus training module details how to obtain a temporary food permit.

No

Movie/Show Screening

Will a movie/show be shown at this event?

No

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Email

Website

Social Media

Social Media Site

Instagram

Social Media Handle

aaaae.csula

Website URL for marketing

Requires http:// or https://

<https://aaae.calstatelachap.wixsite.com/aaaae>

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[c467419e-7798-41e8-bc50-8e0b4bb1e9a6.png](#)

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:

<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

You may choose more than 1 tag. Tags are used to search events.

CAREER/PROFESSIONAL DEVELOPMENT

CONFERENCE

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

TRIP

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



Event Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

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.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

Yes

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

External Private Fundraising

External Private Fundraising

Sponsorship

Sponsorship

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

ASI Recognized Student Organization Account

Student Organization Travel

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 30 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 30 business day requirement.
 1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
 2. Your organization should complete the general waiver and emergency form process first **before** completing/submitted the Event Registration form.
 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[5885cb23-ff07-4a91-bd0f-f5f89b939b1c.pdf](#)

Alcohol

Does your organization plan on serving alcohol at this event?

No

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

No

Acknowledgment

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.

Signature Pad Field



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Event Registration Procedures

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the [Student Organization Handbook](#).

In compliance with [University](#) guidelines, Cal State LA student organization events and meetings **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).

SWAAAE 2026 Winter Conference

Items	Quantity	Price
Registration	7 @ \$81 each	\$ 567.00
Hotel Rooms	3	\$ 952.97

Event Total \$ 1,519.97
Requested Amount \$ 1,500.00



AURA INN

1300 MUNRAS AVE, MONTEREY, CA, 93940, United States

8313733203 AURAINNMONTEREY@GMAIL.COM

Invoice To

[Redacted]

Invoice Details

Folio No: 010220045511802
Room: 201 (Double Queen)
Guests: 2
Check In: 01-Feb-2026, 05:19 PM
Check Out: 04-Feb-2026, 07:50 AM
Rate Type: OTA

Date	Description	Charges	Payments
01-Feb-2026	Rental Charges	73.80	
01-Feb-2026	County Tax	1.70	
01-Feb-2026	Sales Tax	9.59	
01-Feb-2026	SERVICE FEE	5.00	
01-Feb-2026	Sales other charge Tax	0.65	
01-Feb-2026	Credit Card		100.00
01-Feb-2026	Credit Card		272.23
02-Feb-2026	Rental Charges	73.80	
02-Feb-2026	County Tax	1.70	
02-Feb-2026	Sales Tax	9.59	
02-Feb-2026	SERVICE FEE	5.00	
02-Feb-2026	Sales other charge Tax	0.65	
03-Feb-2026	Rental Charges	73.80	
03-Feb-2026	County Tax	1.70	
03-Feb-2026	Sales Tax	9.59	
03-Feb-2026	SERVICE FEE	5.00	
03-Feb-2026	Sales other charge Tax	0.65	
	Total Charges	272.23	
	Total Payment		272.23
	Balance	0.00	

Business Source : Web Reservation | INNsight

NOTICE TO GUESTS: This property is privately owned and the management reserves the right to refuse service to anyone. Management will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind. Management will not be responsible for any item left in the room.

CHECKOUT TIME: 11:00 AM SELF REGISTRATION ONLY

I AGREE that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company failed to pay for any part or full amount of these charges including any missing/damaged items, etc.. I agree that if an attorney is retained to collect these charges, I will pay all reasonable attorney fees and costs incurred. If payment is by credit card you are authorized to charge my account for all charges incurred, including any and all damages/missing items, etc.. I agree that the sole purpose of renting this room is for my own residency only.

Guest Signature:

A handwritten signature in black ink, appearing to read "Mike Patel", with a long horizontal flourish extending to the right.

Checked-In By: Mike Patel

Printed By: Mike Patel

Printed Date: 04-Feb-2026 07:50 AM



AURA INN

1300 MUNRAS AVE, MONTEREY, CA, 93940, United States

8313733203 AURAINNMONTEREY@GMAIL.COM

Invoice To

[Redacted]

Invoice Details

Folio No: 010220045510395
Room: 115 (2 King Suite)
Guests: 2
Check In: 01-Feb-2026, 05:20 PM
Check Out: 04-Feb-2026, 07:50 AM
Rate Type: OTA

Date	Description	Charges	Payments
01-Feb-2026	Rental Charges	114.00	
01-Feb-2026	County Tax	1.70	
01-Feb-2026	Sales Tax	14.82	
01-Feb-2026	SERVICE FEE	5.00	
01-Feb-2026	Sales other charge Tax	0.65	
01-Feb-2026	Credit Card		100.00
01-Feb-2026	Credit Card		408.51
02-Feb-2026	Rental Charges	114.00	
02-Feb-2026	County Tax	1.70	
02-Feb-2026	Sales Tax	14.82	
02-Feb-2026	SERVICE FEE	5.00	
02-Feb-2026	Sales other charge Tax	0.65	
03-Feb-2026	Rental Charges	114.00	
03-Feb-2026	County Tax	1.70	
03-Feb-2026	Sales Tax	14.82	
03-Feb-2026	SERVICE FEE	5.00	
03-Feb-2026	Sales other charge Tax	0.65	
	Total Charges	408.51	
	Total Payment		408.51
	Balance	0.00	

Business Source : Web Reservation | INNsight

NOTICE TO GUESTS: This property is privately owned and the management reserves the right to refuse service to anyone. Management will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind. Management will not be responsible for any item left in the room.

CHECKOUT TIME: 11:00 AM SELF REGISTRATION ONLY

I AGREE that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company failed to pay for any part or full amount of these charges including any missing/damaged items, etc.. I agree that if an attorney is retained to collect these charges, I will pay all reasonable attorney fees and costs incurred. If payment is by credit card you are authorized to charge my account for all charges incurred, including any and all damages/missing items, etc.. I agree that the sole purpose of renting this room is for my own residency only.

Guest Signature:

A handwritten signature in black ink, appearing to read "Mike Patel", with a long horizontal flourish extending to the right.

Checked-In By: Mike Patel

Printed By: Mike Patel

Printed Date: 04-Feb-2026 07:50 AM



AURA INN

1300 MUNRAS AVE, MONTEREY, CA, 93940, United States

8313733203 AURAINNMONTEREY@GMAIL.COM

Invoice To

[Redacted]
[Redacted]
[Redacted]

Invoice Details

Folio No: 010220045512643
Room: 111 (Double Queen)
Guests: 3
Check In: 01-Feb-2026, 05:20 PM
Check Out: 04-Feb-2026, 07:50 AM
Rate Type: OTA

Date	Description	Charges	Payments
01-Feb-2026	Rental Charges	73.80	
01-Feb-2026	County Tax	1.70	
01-Feb-2026	Sales Tax	9.59	
01-Feb-2026	SERVICE FEE	5.00	
01-Feb-2026	Sales other charge Tax	0.65	
01-Feb-2026	Credit Card		100.00
01-Feb-2026	Credit Card		272.23
02-Feb-2026	Rental Charges	73.80	
02-Feb-2026	County Tax	1.70	
02-Feb-2026	Sales Tax	9.59	
02-Feb-2026	SERVICE FEE	5.00	
02-Feb-2026	Sales other charge Tax	0.65	
03-Feb-2026	Rental Charges	73.80	
03-Feb-2026	County Tax	1.70	
03-Feb-2026	Sales Tax	9.59	
03-Feb-2026	SERVICE FEE	5.00	
03-Feb-2026	Sales other charge Tax	0.65	
	Total Charges	272.23	
	Total Payment		272.23
	Balance	0.00	

Business Source : Web Reservation | INNsight

NOTICE TO GUESTS: This property is privately owned and the management reserves the right to refuse service to anyone. Management will not be responsible for accidents or injury to guests or for loss of money, jewelry or valuables of any kind. Management will not be responsible for any item left in the room.

CHECKOUT TIME: 11:00 AM SELF REGISTRATION ONLY

I AGREE that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person or company failed to pay for any part or full amount of these charges including any missing/damaged items, etc.. I agree that if an attorney is retained to collect these charges, I will pay all reasonable attorney fees and costs incurred. If payment is by credit card you are authorized to charge my account for all charges incurred, including any and all damages/missing items, etc.. I agree that the sole purpose of renting this room is for my own residency only.

Guest Signature:

A handwritten signature in black ink, appearing to read 'Mike Patel', written in a cursive style.

Checked-In By: Mike Patel

Printed By: Mike Patel

Printed Date: 04-Feb-2026 07:50 AM



Banquet not included)

**STUDENT GROUP -
Conference
Registration -**

\$81.00

(Monday Night Event and President's Banquet not included). Please note, a registration code is required.

Central Ave, STE 1100-D, Phoenix, AZ 85004 | 480-403-4604 | info@swaaae.org

is a 501(c)6 non-profit organization.

er search string

Name

Michelle Waldman

Eric Diep

Daniel Doria

Gilberto Regalado

Frederick Gao

Nicholas (Hao Man) Wong

Rogelio Garcia



CIN





SWAAAE 2026 WINTER CONFERENCE



**Learning
Through
Challenges:**

Communication
& Capability

FEBRUARY 1 9AM-4 5PM, 2026

MEET AVIATION PROFESSIONALS
INTERNSHIP AND SCHOLARSHIP OPPORTUNITIES
LEARN ABOUT THE FUTURE OF AVIATION

350 Calle Principal, Monterey,
CA 93940



ASSOCIATED STUDENTS, INC.

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