

ASI Recognized Student Organization Funding Request Form

**Bilingual Education Student Organization**

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

Bilingual Education Student Organization

### 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

Circulo de Libros - Abril

### Event Date(s)

April 9th, 2026

### Briefly describe the event

Circulo de Libros is a monthly event that BESO hosts. We meet at King Hall Courtyard and read a children's bilingual book aloud together.

### How will this event enhance the Cal State LA experience?

Our purpose is to find new ways to use books and literacy to teach our students. It prepares our future teachers (BESO members) to find new strategies with what we have learned in our courses. Additionally, we create community among each other to have a support system through our undergrad and credential process.

### Total Expected Attendance

15- 20

### Expected Cal State LA Students Attendance

15- 20

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.

[5b6c3e45-3fa7-4397-9c2e-94a74ff30b3a.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

Other

### Total Amount Requested from ASI

209.95

## Cost Breakdown - Other

Other includes anything that does not fall within the other categories (i.e., 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

Supply as much supporting documentation and information

## Description (include prices)

ex. paint supplies (\$25.00), paper plates (\$4.50), etc.

Children's Bilingual Book (WEPA written by J de la Vega) 17 copies @ \$11.25 each

## 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

[8e89eae4-8f6a-432e-96ff-c1bee9ba78c1.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>

[f43f4afe-86fa-4d45-b3b9-4eb8bbd47d41.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

James Hill

Event Registration

Circulo de Libros

[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?  
Bilingual Education Student Organization

### Event Name

Circulo de Libros

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

## 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

Our Circulo de Libros is a monthly event that the Bilingual Education Student Organization hosts. We meet at King Hall Courtyard to read a children's bilingual book aloud together. Our purpose is to find new ways to use books and literacy to teach our students. It helps prepare our future teachers (BESO members) to find new strategies with what we have learned in our courses. Additionally, we create community among each other to have a support system through our undergrad and credential process. This event is not only for those in teacher preparation, we welcome all! The first 15 people who attend get to take a copy of the book to start growing their own classroom library.

### 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

04/09/2026 - 4:00 PM

#### End Date/Time

04/09/2026 - 5:00 PM

#### Even set up time

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

4:00

#### Event Tear-Down Time

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

5:00

#### 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?

No

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

On-Campus

## On Campus Locations

Other (please describe exact location in the next question)

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

King Hall Courtyard

## 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?**

No

## 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.

Social Program

### Planned Activities

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

None Apply

### 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?

Social Media

### Social Media Site

Instagram

### Social Media Handle

calstatela.beso

### Marketing Media Upload\*

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

[5b25ea82-c53b-49fb-a63e-ff40c506ea3f.png](#)

### Who is invited to this event?

Student organization members

Cal State LA Community

General Public

### 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

COMMUNITY BUILDING AND CELEBRATION

SOCIAL

### 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.

ÚNETE A NUESTRO

# CÍRCULO DE LIBROS



Join us at King Hall Courtyard:

Thursday

April 9, 2026

4:00 - 5:00pm



@calstatela.beso



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](mailto: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)**

No

**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

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

Notes

**Event Notes**

Is there any information that you have not shared that we should be made aware of.

Our Circulo de Libros is a monthly event that BESO holds. We usually have a 15-20 participants. This month we will be reading WEPA by J de la Vega a book about a little girl who has ADHD and is told that she is too "loud" or "messy." Her grandmother supports her and views it as her WEPA, a common Puerto Rican slang word meaning excitement.

## 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](#)

**Circulo de Libros - Abril**

<b>Items</b>	<b>Quantity</b>	<b>Price</b>
Book - WEPA	17 @ 11.25 each	\$ 209.95

Event Total \$ 209.95

**Requested Amount \$ 209.95**



Janneth, get 50% off Prime if you are a student or 18-24 years old

Get your Prime eligible items **Sunday, Mar. 22** when you join Prime.

Join Prime for Young Adults

Cancel anytime

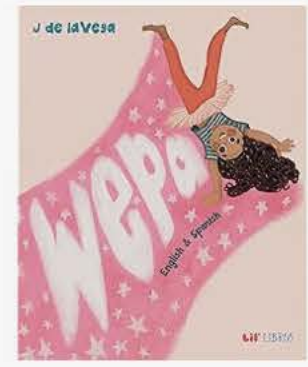
Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Arriving Mar 25, 2026

If you order in the next 14 hours and 39 minutes

To show cost of one book \$11.25, purchasing 17 copies



Wepa (Bilingual: English/Spanish): English & Spanish (English and Spanish Edition)

by J de laVega

**\$11.25**

& **FREE Returns** ▼

Ships from and sold by [Amazon.com](#)

− 4 +

[Add gift options](#)

**Sunday, Mar 22**

**Fast, FREE Delivery**

**FREE Two-Day Delivery with Prime for Young Adults**

**Wednesday, Mar 25**

FREE Delivery

**Monday, Mar 23**

\$6.99 Delivery

**Sunday, Mar 22**

\$12.07 Two Day Delivery

Items (4):	\$45.00
Shipping & handling:	\$6.99
Free Shipping:	-\$6.99
Estimated tax to be collected:	\$4.40
<b>Order total:</b>	<b>\$49.40</b>

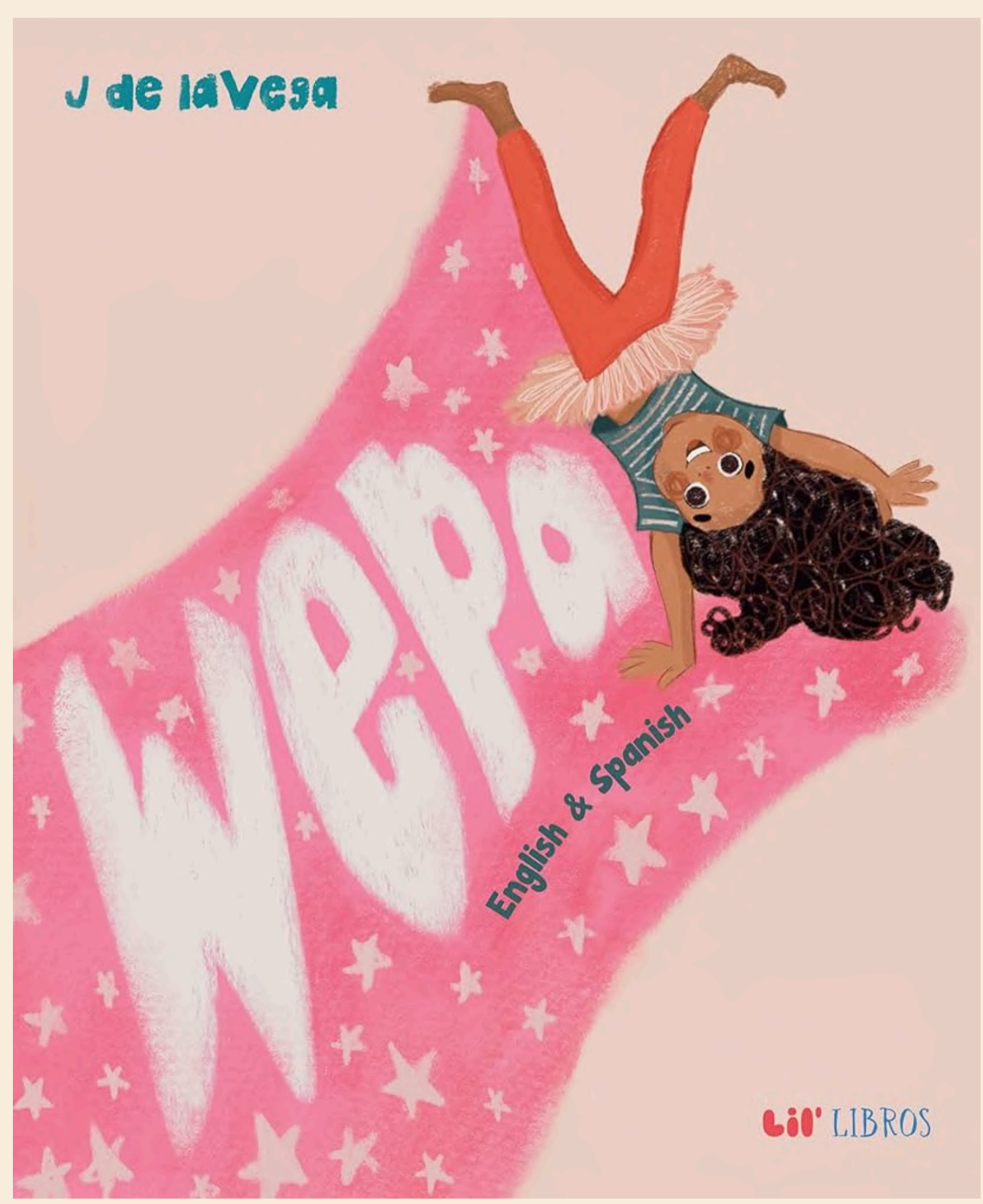
Place your order

**Order total: \$49.40**

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