

FUNDING REQUEST FORM

2019-2020

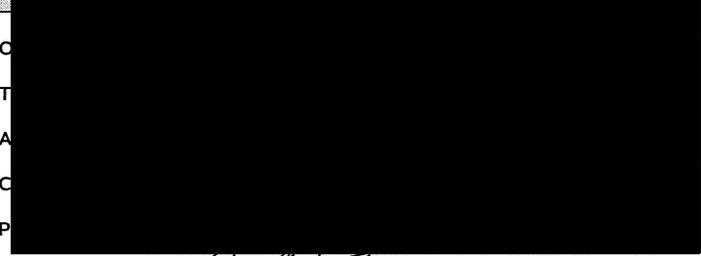
PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

EVENT FLYER WITH ASI LOGO CSI EVENT REGISTRATION FORM ESTIMATES/FOOD PERMITS EVENT ESTIMATES / INVOICES CLUB FUNDING ACCOUNT

PART 2 - CONTACT & ORGANIZATION



CLUB/ORG: Kalahi Filipino American Student Organization

EVENT TITLE: Friendship Games

DATE(S) OF EVENT: 10/19 SEMESTER: FALL

EVENT LOCATION: California State University, Fullerton

EXPECTED ATTENDANCE: 65

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 65

SIGNATURE: *[Handwritten Signature]*

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES

BRIEFLY DESCRIBE THE EVENT:

We will be participating in sporting events & be celebrating Filipino culture with other Filipino Organization from other universities.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

With this experience, our exposure to Filipino culture and values will be drastically increased, as well as creating a greater sense of community in our filipino community on campus.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:
	65 Kalahi Shirts (\$7.85/shirts)	510.25

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$510.25
 TOTAL REQUESTED FROM ASI \$510.25
 AMOUNT FROM OTHER SOURCES \$0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [Redacted]

OFFICE USE ONLY

STAFF INITIALS *AM*

TIME STAMP:

SEP 27 4:11:11



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



**CELEBRATING 34 YEARS OF SPIRIT PRIDE
UNITY AND FRIENDSHIP!**

**SATURDAY
OCTOBER 19, 2019**

CALIFORNIA STATE UNIVERSITY, FULLERTON
INTRAMURAL FIELD



**CELEBRATING 34 YEARS OF SPIRIT PRIDE
UNITY AND FRIENDSHIP!**

**SATURDAY
OCTOBER 19, 2019**

CALIFORNIA STATE UNIVERSITY, FULLERTON
INTRAMURAL FIELD

-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

Event Registration

EXPORT EDIT

APPROVALS REVISIONS

Friendship Games

Revised By [redacted] on 9/26/2019 2:54:28 PM - Version 2

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

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

Friendship Games

Student Organization

About the event

Please describe what this event is about and include all intended activities that will take place.

The event will be held at California State University, Fullerton where members from different Filipino organizations compete in

Host Organization Name

What Organization/Department is hosting the event?

Kalahi Filipino-American Student Organization

Estimated Attendance

75

Time & Location

Start Date/Time

10/19/2019 - 7:30 AM

Where will the event take

Off campus

Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.

California State University, Fullerton

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

Officer Contact Phone Number

Contact Email

Please provide the name of the officer submitting this form.

Provide the officer's email address.

Organization Advisor Name

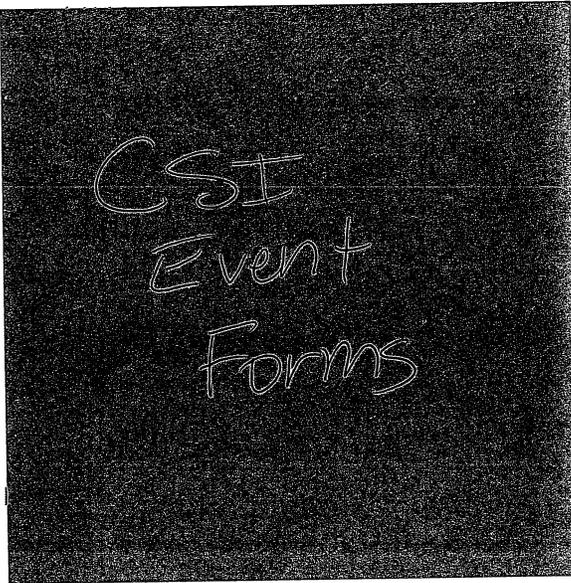
Organization Advisor Phone Number

Organization Advisor Email Field

Approval

Ordered

- 1 [redacted] Approved
- Approved on 09-26 12:56 PM
- 2 Campus Administrator Approved
- Approved on 09-26 2:54 PM



Create



Support



Settings



Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can



Dashboard



Manage



Track



Assess



Engage

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU____" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Other Colleges & Universities

Will off-campus media be notified about this event?

No

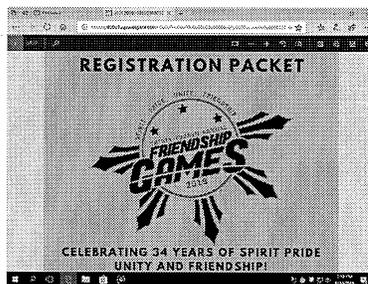
Tags

CAMPUS SPIRIT

MUSIC & ENTERTAINMENT

OUTDOOR SOCIAL

Cover Image



Create



Support



Settings

Event Details

Event Category

Planned Activities



Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered. Social Program

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

Will the event have security?

Yes

Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held. Metal screenings and bag checks at entrance to event

Will food be served at the event?

No

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

Will a movie be shown at this event?

No

Will alcohol be served at this event?

No

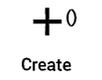
Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event. No

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH 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.

Signature Pad Field



(https://calstatela.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/2fce4317-d641-408a-be30-26b769073432.png?sv=2018-03-

28&sr=b&sig=FojyhX50%2F%2FN%2BZYq5c9GiWhQY%2F16kZ%2BByyCJVR%2FG4TJdM%3D&st=2019-09-27T18%3A05%3A57Z&se=2019-09-27T18%3A20%3A57Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Dc8cd7130-a374-4814-addd-78881a52d6a8_2019-09-20T22.11.47.9419.png)



Event Guidelines & Resources

Student Organization Event Guidelines

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.

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.
(<http://www.calstatela.edu/studentconduct>)

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages (<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019.pdf>), 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 (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf) 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 Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.
(<http://www.calstatela.edu/studentservices/events-food-alcohol-and-campus-venues-alcohol>)

Waivers

California State University, Los Angeles Individual General Release

Publicity: All publicity material must comply with University Administrative Procedures AP P003

(<http://www.calstatela.edu/sites/default/files/users/u64231/p003.pdf>)

Not AP P007
(<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/Policy/p007.pdf>).

Event Notes
All printed marketing to be used for marketing registered events are required to

Student Organization Event Resources

Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit (<http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/tempora>)
- Request to Serve Alcoholic Beverages Form (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8)

Additional Resources

- Amplified Sound Permit (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505_appendi)

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations (<https://www.calstatelausu.org/Applications.php>).

- External Table Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Information Table Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf>)
- Meeting Request Form (<http://https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf>)
- Outdoor Event Request Form (https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Outdoor_Space_Request_Formv2.pdf)

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities (<http://www.calstatela.edu/usefacilities>).

- External Space Request Form (<https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Filing in Request Application (<http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20P>)



Create



Support



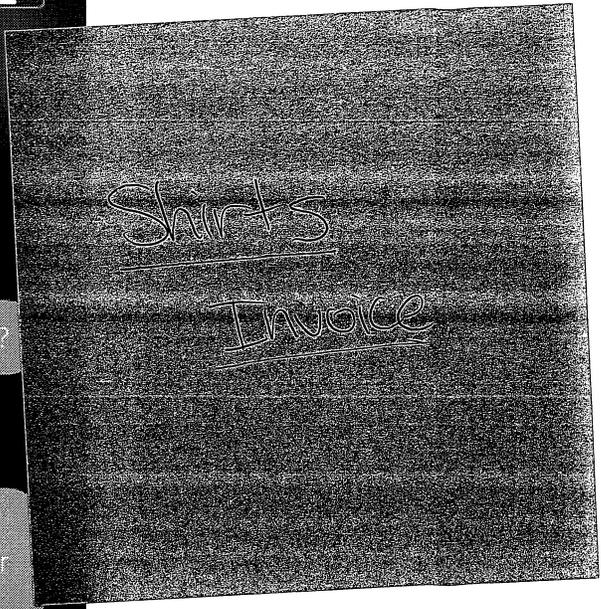
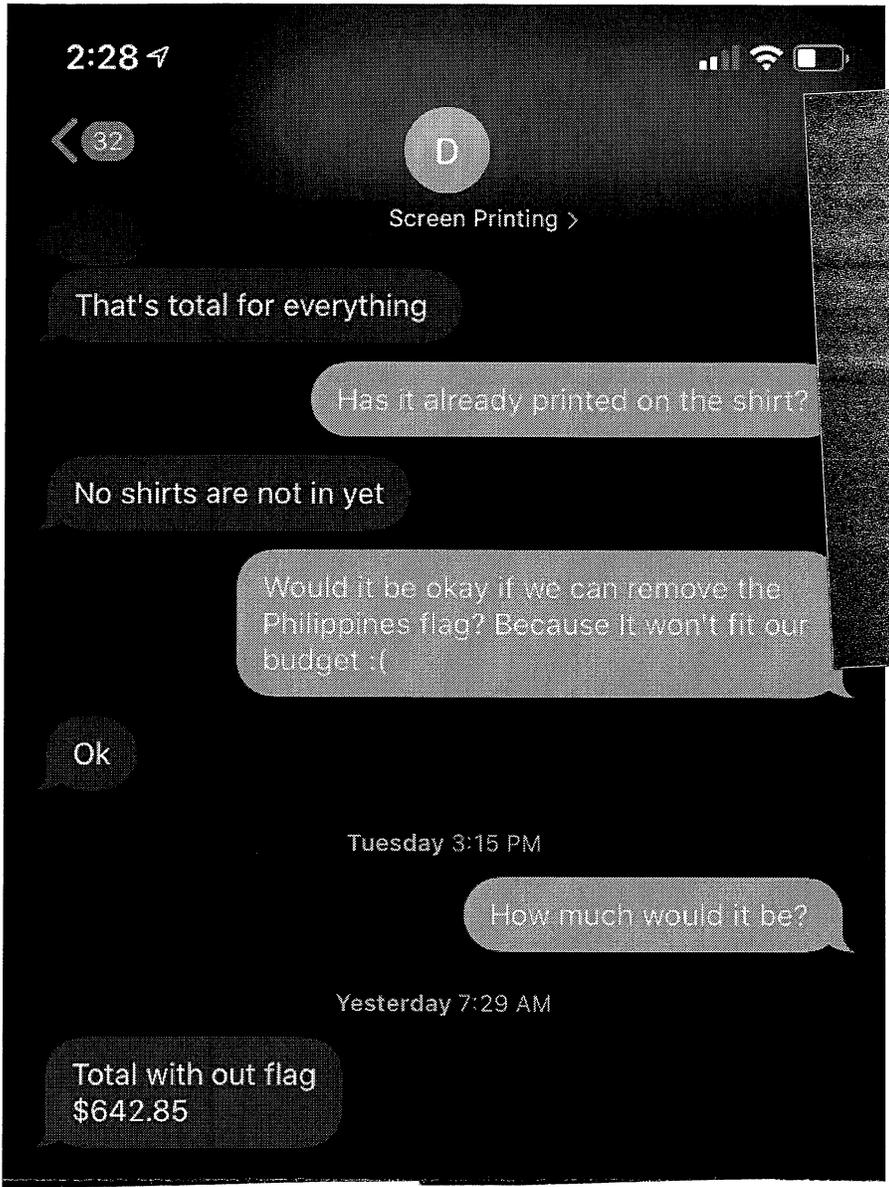
Settings

Event posted by CSU prior to use of presence services is provided by the Cal State University, for printing stamps and other tags if necessary since event is offered by another campus. Event tasks will register and all printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ___" stamp must be clearly visible on the face of the posting.

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.

-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

-  Create
-  Support
-  Settings



10:38



Printing Practices Question - Kalahi CSULA Inbox



me Aug 25

Hello! My name is [redacted] & I am this y...



[redacted] Aug 26

to me ▾

Good morning [redacted]

I am not a sweat shop and do all my printing in Downtown Los Angeles,with integrity and passion.I appreciate your business and looking forward to working with you on your next project.

Thank you



Thank you so much!

← Reply



