

# FUNDING REQUEST FORM

2020-2021

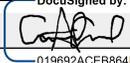
## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM    
  EVENT ESTIMATES / INVOICES (NOT PAID)    
  EVENT FLYER WITH ASI LOGO    
  REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

## PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]	CLUB/ORG: Physics and Astronomy Club
OFFICER TITLE: [REDACTED]	EVENT TITLE: PAC T-shirts Fundraising
ADDRESS: [REDACTED]	DATE(S) OF EVENT: May 7th ,2021     SEMESTER: SPRING
CITY: [REDACTED]     STATE: [REDACTED]     ZIP: [REDACTED]	EVENT LOCATION: Zoom
PHONE: [REDACTED]     EMAIL: [REDACTED]	TOTAL ATTENDANCE: 30
SIGNATURE:  <small>DocuSigned by: 019692ACEB864E5</small>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 29

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO

BRIEFLY DESCRIBE THE EVENT:

Our event aims to help increase awareness of our club while also trying to garner funds during a social distancing period.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

By bringing awareness to the club we hope to gather not only participants from our department, but from other departments as well. We aim to expose them to the wonders of our universe and science through a educational and relaxed lens.

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Commission fee for T-shirt Design	\$200.00

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
T-shirts for members (Qty: 9) at \$15.29	\$137.61	S&H from Company to club	\$35.00
T-shirts for sale (Qty: 21) at \$15.29	\$321.09	S&H from Club to individuals (Qty: 29) at \$5.50	\$159.50

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$853.20
TOTAL REQUESTED FROM ASI	\$853.20
AMOUNT FROM OTHER SOURCES	The difference

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

The Physics and Astronomy Club will use our funds that we have stored prior to the pandemic in hopes that this will help generate revenue for our club and keep it from dissolving as

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]





Event Registration

## PAC T-Shirts Fundraising

**[APPROVED]**

Submitted By: [REDACTED] on 4/12/2021 12:26:28 PM

### 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.

Student Organization

### Host Organization Name

What Organization/Department is hosting the event?  
Physics and Astronomy Club

### Event Name

PAC T-Shirts Fundraising

### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

30

### About the event

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

PAC plans to sell the t-shirts to the members of the club.

### Time & Location

#### Start Date/Time

05/07/2021 - 12:00 PM

#### End Date/Time

05/07/2021 - 12:30 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

## Where will the event take place?

What online platform will this event use to host the event?

Other (please describe)

## You've selected other. Please enter where you will be hosting this virtual event.

Online via Google forms

## Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

[https://docs.google.com/forms/d/e/1FAIpQLScKOgLmmtRyXJhpk3CIOa58\\_xzDLZ5Ys5vL1APT0Wpsnl7zTg/viewform?gxids=7628](https://docs.google.com/forms/d/e/1FAIpQLScKOgLmmtRyXJhpk3CIOa58_xzDLZ5Ys5vL1APT0Wpsnl7zTg/viewform?gxids=7628)

## Is a password required to gain access?

No

## Do participants need to RSVP?

No

## 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 Phone Number

[REDACTED]

### Organization Advisor Name

[REDACTED]

### Organization Advisor Email Field

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 approve it.



## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

### How do you plan on marketing this event?

Email

Other

### Who is invited to this event?

Student organization members

### Will off-campus media be notified about this event?

No

## Tags

VIRTUAL FUNDRAISING

## Cover Image

Please select an image that corresponds to your event.



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered. For Fall 2020 all of these event categories must be held virtually.

Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

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

Yes

### Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.  
For any other questions contact the Vice President for Finance by calling 323-343-4778.

### For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

### Will a movie be shown at this event?

No

### 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](#).

### Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

We will be charging them \$25 per shirt. We would like to use the proceeds to fund future trips and fundraisers.

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

Subject to verification.

University-Student Union Account

### U-SU Student Organization Account #

BC133

### 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



## Event Guidelines & Resources

### Student Organization Event Guidelines

#### 2020-2021 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](#) and [local City and County of Los Angeles](#) guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2020-2021 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- 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
- Conference, conventions, and retreats

Student organizations are prohibited from holding in-person events, meetings, and activities either on or off campus. In addition, the following **in-person elements will not be approved** for student organization events and as such should be excluded from your planning processes:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol
- Activities that require general release waivers
- Benefits to proceeds/fundraising transactions conducted in person
- On-Campus space and room reservations

**Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2020-2021 Academic Year to be reviewed for Fall 2021. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.**

Prior to the end of the Spring 2021 semester, these procedures will be reviewed and updated in accordance with University and Los Angeles city and county of guidelines.

**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](#).

*The following guidelines and procedures apply to in-person events, will not be approved for Fall 2020 and are provided for reference:*

**Alcohol:** In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the

# Physics and Astronomy Club T-Shirts Available!

Come and buy our t-shirts to show off pride and that we are survivors



\$25

Comes in small, medium, large, XL, and XXL

You can pay us in checks, money orders, or via online paying app

We will ship the t-shirts to your preferred address to comply with Covid-19 social distancing

Physics and Astronomy Club

T-shirt invoice

Description	Price	Quantity	Total
T-shirt commision	\$200.00	1	200.00
Shirts for members (not to be sold)	\$15.29	9	137.61
Shirts for Sale	\$15.29	21	321.09
S&H from company to Club via their method	\$35.00	1	35.00
S&H from club to individual via USPS	\$5.50	29	159.50
Total			853.20

Note: USPS website says the cheapest is S&H is \$7.95, but Dena Florez (on the subcommittee) and I have confirmed that it is actually \$5.50.

Note: We can provied the CIN of all club members who receive a shirt that's not for sale.

From

Jacked Rabbit Designs



To

New Customer

Physics & Astronomy Club (CSULA)

Customer address

INVOICE

Invoice # 0000000

Invoice Date 03/19/2021

Due Date 03/19/2021

Item	Description	Unit Price	Quantity	Amount
Product	Art & Design (Flat rate)	150.00	1.00	150.00
Service	Misc.: edits, proofs, administrative, & reference.	50.00	1.00	50.00

+ New Line

Invoice Notes

<b>Subtotal</b>	200.00
<b>Total</b>	200.00
<b>Amount Paid</b>	0.00
<b>Balance Due</b>	\$200.00

Compose

**Inbox** 164

Starred

Snoozed

Important

Chats

Sent

**Drafts** 13

Meet

New meeting

Join a meeting

Hangouts

+



[Redacted] to Michelle

Dear Michelle,

Oh thank you for letting us know about the 36 shirt minimum. I am w  
waived if we meet the minimum?

Thank you,

[Redacted]



**Michelle Simms**

to me

Shipping to LA will cost about \$35.

Michelle

Ok, thank you.

Ok, thanks.

Thank you!

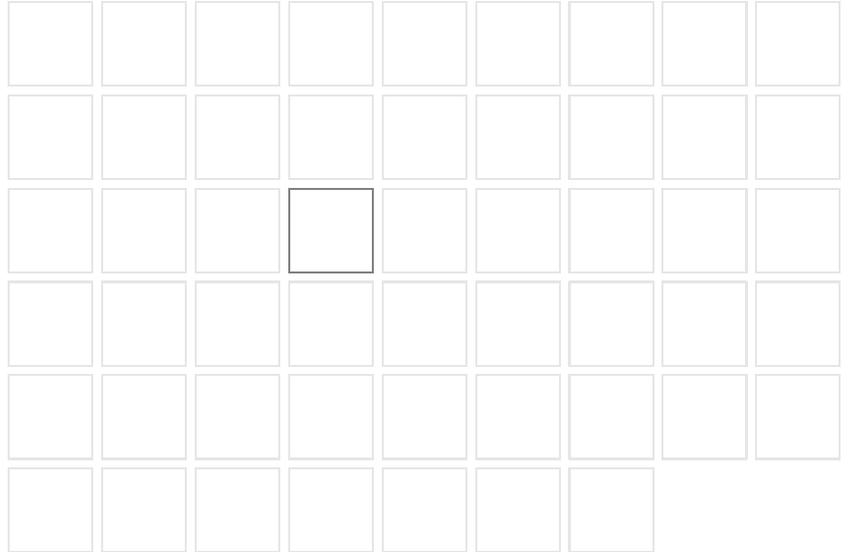


Price Breaks 36 qty / 72 qty / 150 qty / 300 qty / 500 qty

# BELLA + CANVAS Unisex Triblend Tee 3413



Color



Solid Black Triblend

Size

XS    
 S    
 M    
 L

XL    
 2XL    
 3XL



## Related Products



Fashion Tee - D...   
 Unisex CVC Jers...   
 Triblend Short ...

START DESIGNING

DTG Printing from \$15.29 USD

Screen Printing from \$352.44 USD (\$9.79 USD each)

Description
Sizing
Shipping
More images
Unique fabric combination creates a fitted look, and extreme durability allows this T-Shirt to withstand repeated washings.

A



B



C



Compose

**Inbox** 27

Starred

Snoozed

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+

Re: Form submission from ALIVEPRINTSI  
minutes during business hours. Call us a  
Quote) Inbox x



**Michelle Simms** <Info@aliveprintshop.com>

to me

Thanks for contacting us!

Yes of course!

we only work with FLA certified manufactures  
"Fair Labor Association"

We can send more Information Monday when we reopen.

Visit our website [aliveprintshop.com](http://aliveprintshop.com) for more information on product

thanks

On Fri, Mar 19, 2021, 6:33 PM ALIVEPRINTSHOP <[help@deconetv](mailto:help@deconetv)>

## Mail Services

Flat Rate Envelope, mailed on April 8  
from SUN VALLEY CA 91352 to LOS ANGELES CA 90039



### Priority Mail Express 1-Day™ Flat Rate Envelope

USPS-Produced Envelope: 12-1/2" x 9-1/2"

Select a Delivery Option	Scheduled Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9 by 12:00 PM	\$26.35	\$26.35
Hold For Pickup	Fri, Apr 9 by 3:00 PM	\$26.35	\$26.35



### Priority Mail Express 1-Day™ Legal Flat Rate Envelope

USPS-Produced Envelope: 15" x 9-1/2"

Select a Delivery Option	Scheduled Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9 by 12:00 PM	\$26.50	\$26.50
Hold For Pickup	Fri, Apr 9 by 3:00 PM	\$26.50	\$26.50



### Priority Mail Express 1-Day™ Padded Flat Rate Envelope

USPS-Produced Envelope: 12-1/2" x 9-1/2"

Select a Delivery Option	Scheduled Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9 by 12:00 PM	\$26.95	\$26.95
Hold For Pickup	Fri, Apr 9 by 3:00 PM	\$26.95	\$26.95



### Priority Mail 1-Day™ Flat Rate Envelope

USPS-Produced Envelope: 12-1/2" x 9-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$7.95	\$7.95
Hold For Pickup	Fri, Apr 9	Not available	\$7.95



### Priority Mail 1-Day™ Legal Flat Rate Envelope

USPS-Produced Envelope: 15" x 9-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$8.25	\$8.25
Hold For Pickup	Fri, Apr 9	Not available	\$8.25



### Priority Mail 1-Day™ Padded Flat Rate Envelope

USPS-Produced Envelope: 12-1/2" x 9-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$8.55	\$8.55
Hold For Pickup	Fri, Apr 9	Not available	\$8.55



### Priority Mail 1-Day™ Gift Card Flat Rate Envelope

USPS-Produced Envelope: 10" x 7"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$7.95	\$7.95
Hold For Pickup	Fri, Apr 9	Not available	\$7.95



### Priority Mail 1-Day™ Small Flat Rate Envelope

USPS-Produced Envelope: 10" x 6"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$7.95	\$7.95
Hold For Pickup	Fri, Apr 9	Not available	\$7.95



## Priority Mail 1-Day™ Window Flat Rate Envelope

USPS-Produced Envelope: 10" x 5" or 12-1/2" x 9-1/2"

Select a Delivery Option	Expected Delivery Day	Retail	Click-N-Ship®
Normal Delivery Time	Fri, Apr 9	\$7.95	\$7.95
Hold For Pickup	Fri, Apr 9	Not available	\$7.95

Priority Mail Express Items need to be mailed by a certain time for us to meet our delivery commitment.

Use the Service Commitment Lookup Tool for service commitments and for Priority Mail Express drop-off times and locations.