

FUNDING REQUEST FORM

2020-2021

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. 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: Graduate application Workshop
ADDRESS: [REDACTED]	DATE(S) OF EVENT: May 07, 2021 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Zoom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 15-20
SIGNATURE:  <small>DocuSigned by: 019692ACEB864F5...</small>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 14-19

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This event is geared towards individuals who are interested in graduate school. Particularly those who are first in their family to consider graduate school. We will go over the graduate school

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The enhances the CAL STATE LA experience by investing in our students and better prepare them for after they leave cal state LA. The graduate application phase is hard enough already and even harder with out guidance. We want to fill

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		GC for essay submission \$25.00 (Qty: 3)	\$75.00
		GC for attendees at random \$15.00(Qty: 5)	\$75.00

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$150.00
TOTAL REQUESTED FROM ASI	\$150.00
AMOUNT FROM OTHER SOURCES	\$0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

We are using resources money can't buy. We are sharing our knowledge and our experience in the graduate application process and passing it down to the next generation.

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]





Event Registration

Statement of Purpose and Personal Statement

[APPROVED]

Submitted By: [REDACTED] 7:35:29 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

Statement of Purpose and Personal Statement

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.

15

About the event

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

We hope to have a workshop to help undergraduate and graduate students with writing statements of purpose and personal statements for future graduate school programs and future internships and fellowships.

Time & Location

Start Date/Time

05/07/2021 - 2:00 PM

End Date/Time

05/07/2021 - 3:30 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?

Zoom

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://calstatela.zoom.us/j/4524276180?pwd=T01DVjZmUUUVYYVpnaVICVFVabFILUT09#success>

Is a password required to gain access?

No

RSVP Link

Requires http:// or https://

https://docs.google.com/forms/d/e/1FAIpQLScjHqxEaE_Acw7sylvmZpeqroatBgYc5tYKiyfjjsA_Gm1JkIA/viewform?vc=0&c=0&w=1&flr=0&gxids=7628

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

By email

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.

██████████

Officer Contact Phone Number

██████████

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.

[REDACTED]

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

Social Media

Social Media Site

Facebook

Instagram

Social Media Handle

<https://www.facebook.com/groups/calstatelapac> and <https://www.instagram.com/calstatelapac/>

Printed Media Upload*

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

[d60b50b9-7500-4548-8505-c1ceec4bb236.png](#)

What other methods of marketing will your organization use?

emailing and sending out google forms

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

WORKSHOP/SEMINAR

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.

Educational Workshop/Program

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

No

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

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

A handwritten signature in black ink, consisting of a stylized 'A' followed by a horizontal line and a small flourish.

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

Have You Ever Thought About Grad School?

- Are you the first in your family to apply?
- Could you use some tips and information about the application process?
- Need guidance on writing and style?
- Wondering how and from who to get your letters of rec?

If you can relate to these questions come join the PAC May 7th at 2:30 PM via zoom. We will be hosting a graduate workshop to help resolve some of these questions and give tips from individuals who have gone through the process. Every application is different and we can help so you know what to expect come application season (FALL)

[To register for the event click here](#)

Gift cards will be given at random to attendees and guaranteed for individuals who submit their personal statement or a statement of purpose





< Gift cards

Create gift card



GIFT AMOUNT

Select gift amount

Custom Amount ▼

Enter custom dollar amount

15 ↕

TO

Recipient Name

CSULA student

Recipient Email ⚠

✗ Please enter the recipient's email.

FROM

Sender Name

████████████████████

Sender Email

████████████████████

MESSAGE

Message (optional)

For the Graduate school workshop

[Privacy Policy](#)

Checkout



< Gift cards

Create gift card



GIFT AMOUNT

Select gift amount

\$25 ▼

TO

Recipient Name

CSULA student

Recipient Email ⚠

✗ Please enter the recipient's email.

FROM

Sender Name

████████████████████

Sender Email

██

MESSAGE

Message (optional)

For the Graduate school workshop

[Privacy Policy](#)

Checkout

