

FUNDING REQUEST FORM

2021-2022

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE: Audrey Zhang
5D95A78EF02046E...

CLUB/ORG: Los Angeles Music and Science (LA MuSci)
 EVENT TITLE: Color Me Calm:
 DATE(S) OF EVENT: 4/22/22 SEMESTER: SPRING
 EVENT LOCATION: Zoom(virtual)
 TOTAL ATTENDANCE: 120
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 120

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 A workshop for coloring book art and music composition. Participants win prizes, de-stress, and learn about the science behind music's ability to heal.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will provide a way for artistic students to create art/music and relaxing/de-stressing by creating a coloring book and music boxes.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Gift Card Giveaways (15 cards)	\$180.00
Music Box Grand Prize	\$49.99	

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Coloring Books for event participants	\$219.15
Music Boxes for event participants	\$353.50	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT
 TOTAL REQUESTED FROM ASI
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



From: donotreply@printingcenterusa.com <donotreply@printingcenterusa.com>
Sent: Monday, March 14, 2022 11:17 PM
To: [REDACTED]
Subject: PrintingCenterUSA.com Quote # 306157



Quote Notification

Date: 03/15/2022

Thank you for your quote. Your quote has been created and will be valid for 30 days.

Quote #306157

Expires **4/14/2022 2:17:16 AM**

Color Book
Size: 6 x 9
Quantity: 125
Pages: 20 Pages (Cover + 16 Inside)
Inside Ink: (1/1) Black Front / Black Back
Cover Ink: (4/4) Full Color Both Sides
Cover Paper: 100# Gloss Cover
Inside Paper: 70# Uncoated Text
Cover Finish: No Thank You
Binding: Saddle-Stitched (Left Edge)
Proof: Electronic - PDF
Hole Drilling: No Thank You
Shrink Wrap: Convenient Bundles-Free
Production Time: 3 Business Days
Address & Mail: No Thank You

Product Total	\$279.15
*Discount (STPATTYS60)	(\$60.00)
Order Total	\$219.15

To view or update your quote in your account, [CLICK HERE](#)

*Promotions are not subject to a 30-day expiration regardless of its addition to any quote. If the promo code expires prior to you placing your order, the promo code will no longer be valid.

[Terms & Conditions Apply](#)

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117 9th St N, Great Falls, MT 59401



falado 20 Note Bamboo Music Box with Tool kit

Brand: falado
★★★★★ 15 ratings

\$49⁹⁹

& FREE Returns

Get \$60 off instantly: Pay \$0.00 ~~\$49.99~~ upon approval for the Amazon Prime Store Card. No annual fee.

- 20 notes hand crank music box movement .
- Package Include: Hand Crank Music Movement*1,Hole Punch*1, Blank Strip*7,Songs paper*1.
- The strips are made of new material which can not be tear. It's more durable, soft and slim than the paper.
- All wooden boxes will be tested by 100% and the Music box movement would be spot check. If you receive the goods have quality problems, please contact us. We will try our best to help solve it.



WOODERFUL LIFE Wooden Double Rotate Music Box | Spacewalk | 1060436 | Hand Painting...

\$42.99 prime

[Shop now](#)

\$49⁹⁹

& FREE Returns

FREE delivery **Sunday, March 20**

Or fastest delivery **Thursday, March 17**. Order within 10 hrs 32 mins

Select delivery location

Only 11 left in stock - order soon.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon

Sold by WinGo

Return policy: Eligible for Return, Refund or Replacement



Eniov fast. FREE delivery.

GUANGZHOU SEA-LAND TOYS

No. 1, Jintian Road, Huadong Town, Huadu District,CN
 Guangzhou city, 510800
 Phone: +63 9665209686
 Website: <https://gzsea-land.en.alibaba.com/>
 Email: Mika@sealandtoy.com

BILL & SHIP TO: LOS ANGELES MUSIC AND SCIENCE

NAME
 COMPANY NAME
 ADDRESS
 CONTACT NUMBER

SHIP DATE	SHIP VIA	PRODUCT TECHNOLOGY	WOOD
		LASER CUT	POPLAR A

ITEM NAME	ITEM #	PICTURE	WEIGHT/ITEM	ASSEMBLE SIZE	QTY	UNIT PRICE	TOTAL
You are my sunshine	1		0.085 Kg.	6.4*5.2*4.2 CM	150 pcs	USD 1.79	USD 268.5
					ESTIMATED SHIPPING COST BY AIR (ESTIMATED DELIVERY TIME 9-15 WORKING DAYS) DOOR TO DOOR DELIVERY: USD 200.0		USD 468.5
					ESTIMATED SHIPPING COST BY SEA (ESTIMATED DELIVERY TIME 20-40 WORKING DAYS) DOOR TO DOOR DELIVERY: USD 85.0		USD 353.5

About Sea Land

Sea-Land Toys Brand was established in October 1994, a Sino-foreign joint venture. We are a toy company with 24 years of experience that focus on 3D wooden Educational Puzzle and rank TOP 5 in this field. We are committed in making safe products affordable for every family and making every child grow up happily in the wonderful puzzle world of intelligence with our top R&D team and excellent service team, every customer gets what they want from us.

SEALAND is well known for its:

1. Rich experience (over 20 years of operations and the oldest factor in wooden puzzle designs)
2. Originality and creativity (10 designers with 15 years of experience)
3. State of the art manufacturing facilities (2 factories that's 30,000sqm with 120 machines and 200 employees.)
4. International certificates (FSC, BSCI,ASTM-F963,EN-71,CPC,etc.)

We believe that there is a brighter way to play -Enjoyable and Educational experience

Inspire people to be curious about the world around them, encourage creativity in a fun and relaxed way. We also select natural high-quality raw materials as the basis for the production of wooden toys, to meet requirements of international environmental protection while to give safe and high quality puzzles to all of you.

We hope for you to join us to do this wonderful thing together.

FACTORY



- 1,The regular package will be like the pictures shown
- 2,Normally the design work and sample will be finish within 7-10days after receiving the design fee.
- 3,The production time will be around 9-14days after payment confirmed.

1. The prices on list for EXW Shenzhen.
2. Payment method: after placing the bulk order, pay a 30% deposit and the rest will be paid before shipment.
3. Price effective time:the above quotation is only valid within 14 days and is based on the exchange rate of 1 US dollar to 6.5 RMB. If the exchange rate changes more than 2%, the product price will increase or decrease accordingly.

LA MUSCI
Color Me Calm

VIRTUAL WORKSHOP

DATE: 4/22/22, 1:30 PM TO 3:00 PM

MEETING ID: : 270 001 9376

 @lamusciclub



UNIVERSITY
STUDENT UNION

Event Registration

Color Me Calm: A Music-guided Coloring Book Workshop

[APPROVED]

Revised By [REDACTED] in 3/10/2022 11:14:22 AM - Version 2

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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?

Los Angeles Music and Science (LA MuSci)

Event Name

Color Me Calm: A Music-guided Coloring Book Workshop

Estimated Attendance

Please describe the estimated attendance of participants for this event.

25

About the event

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

This workshop will allow Cal State LA students to brainstorm and eventually create original art for the purposes of an end-of-the-semester publication. Since it is an interest meeting, it will be held virtually. The publication is a music-guided coloring book that may relieve stress before and during finals week. This book will be distributed to Cal State LA students before finals week.

Time & Location

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

04/22/2022 - 1:30 PM

End Date/Time

04/22/2022 - 3:00 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.

Virtual

Where will the virtual event/meeting take place?

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

Zoom

Do participants need to RSVP?

No

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

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

Meeting ID: 270 001 9376

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.

Maddalena DeSalvo

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

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

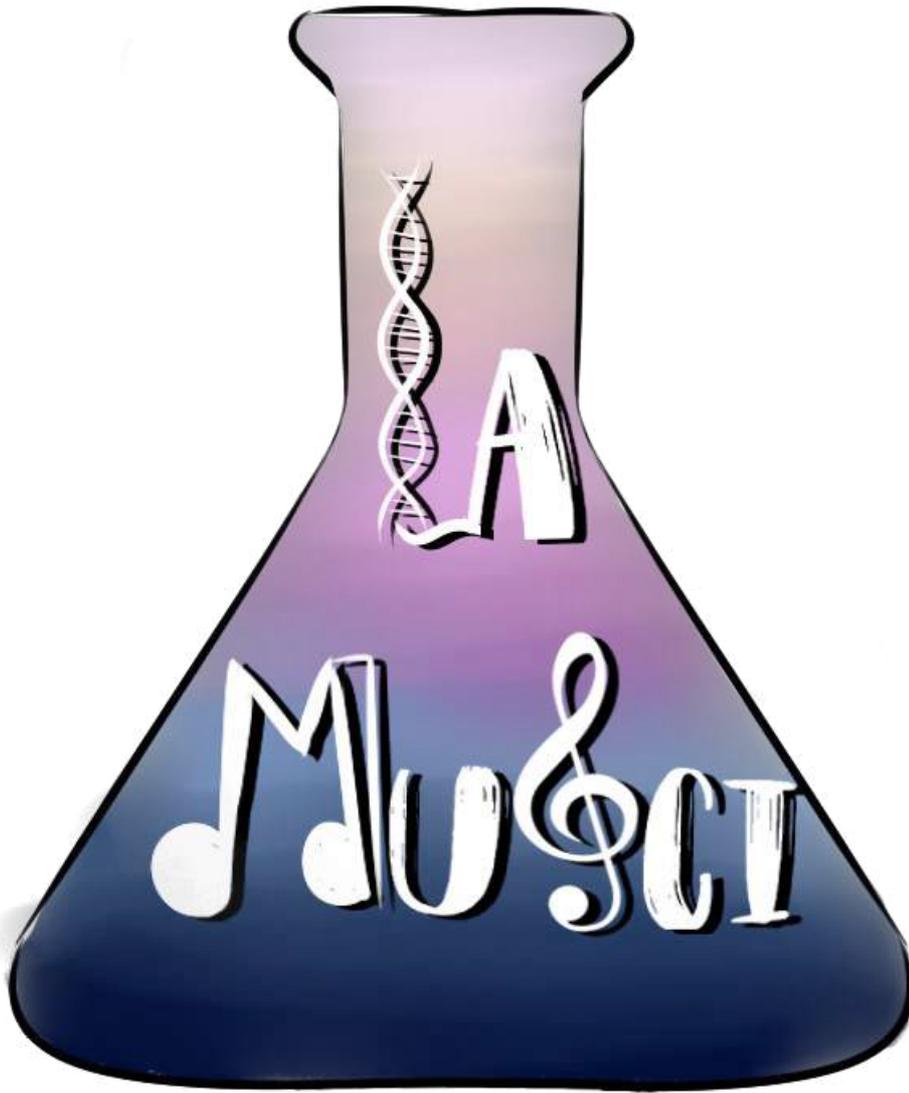
No

Tags

SOCIAL

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, for Fall 2021 organization meetings and tabling must also be registered.
Community Service

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Not Applicable

Will the event have security?

No

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

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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

2021-2022 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 2021-2022 **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
- Conference, conventions, and retreats (virtual only)

While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, 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
- Student Organization In-Person Travel, including but not limited to organization members traveling internationally or domestically for:
 - Professional or Organizational meetings and conferences
 - Retreats
 - Competitions

These event restrictions will be revisited prior to the end of fall semester and will be adjusted as needed based on updated University, state, city, and county regulations.

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 2021-2022 Academic Year to be reviewed for Fall 2022. 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.

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2021 and are provided for reference:

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 Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook.](#)

Publicity: 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.

In-Person Health and Safety Protocols

All Cal State LA student organization in-person on or off-campus event/meeting attendees - including University students, faculty member, staff members, and off-campus guests - must successfully complete the [COVID19 Health Self-Screening](#) prior to attending any student organization event/meeting.

By attending the registered student organization in-person event/meeting, attendees agree and attest that they have reviewed and will abide by [Cal State LA's COVID-19 health and safety protocols](#).*

1. Event attendees will not enter Cal State LA's campus and/or facilities if they have tested positive for COVID-19 within the previous 10 days, have had close contact with a person known to have COVID-19 within the previous 14 days, have been directed by a health care provider or public health officer to isolate or quarantine, or am experiencing any symptoms associated with COVID-19.
2. Event attendees understand the risk of attending an in-person event where the vaccine status of others in attendance may be unknown.
3. The Los Angeles County Department of Public Health currently requires that all people must wear a face mask in indoor public and business settings regardless of vaccination status. Find more information in the [L.A. County Health Officer Order](#) and [L.A. County's mask information webpage](#).
4. Event attendees agree to notify Cal State LA immediately if they test positive for COVID-19 in the 48 hours after attending the event by calling the Cal State LA Student Health Center at (323) 343-3300
5. Student organizations MAY NOT:
 1. Ask members and event attendees to disclose (verbally or written) their vaccination status.
 2. Ask anyone to remove their masks.

* These protocols will be adjusted as needed based on updated University, state, city, and county regulations.

Student Organization Event Resources

Additional Required Forms

The following forms are applicable for in-person events only and will not be approved for Fall 2021. They are provided for reference. Prior to the start of Spring 2022 updates to student organization event guidelines will be announced.

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](#)
- [Request to Serve Alcoholic Beverages Form](#)

Additional Resources

University-Student Union Event Space Forms

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](#).

- [External Table Request Form](#)
- [Information Table Request Form](#)
- [Meeting Request Form](#)
- [Outdoor Event Request Form](#)

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](#) website and [Administrative Procedure 505 Use of Facilities and Equipment](#):

- [External Space Request Form](#)
- [Filming Request Application](#)
- [Amplified Sound Form](#)

Notes

Event Notes

This event will require ASI funding.