

FUNDING REQUEST FORM

2021-2022

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]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: Lizbeth Martinez
3C4D0CE032074CF...

CLUB/ORG: Student Dietetic Association
 EVENT TITLE: Honor's Convocation w/Guest Speaker
 DATE(S) OF EVENT: April 21 SEMESTER: SPRING
 EVENT LOCATION: LA Room and Theatre
 TOTAL ATTENDANCE: 125
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Honor's Convocation w/Guest speaker Sade Meeks & showing of her documentary Food as Resistance.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Ceremony to celebrate scholastic achievements. Food as Resistance is a project that explores the African American food story and teaches us how food can be part of resistance to systemic racism.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Guest speaker	\$700

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$1,500
 TOTAL REQUESTED FROM ASI: \$700
 AMOUNT FROM OTHER SOURCES: [REDACTED]
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 LA room AND theater

OFFICE USE ONLY

STAFF INITIALS: [REDACTED]
 TIME STAMP: [REDACTED]





Event Registration

Honor's Convocation

[APPROVED]

3:17:36 PM - 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?

Student Dietetic Association

Event Name

Honor's Convocation

Estimated Attendance

Please describe the estimated attendance of participants for this event.

35

About the event

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

Honor's Convocation for nutrition students and have a guest speaker who would like to speak and present a documentary about the power of food.

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

04/21/2022 - 6:00 PM

End Date/Time

04/21/2022 - 8:00 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.

In-Person

Do participants need to RSVP?

No

On Campus Locations

Other (describe in address/location field)

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

On-Campus

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.

Los Angeles room

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.

Organization Advisor Name

Please provide the name of the student organization advisor.

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

Instagram

Social Media Handle

calstatelasda

Marketing Media Upload*

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

[335a46aa-9b1e-443e-bc52-4292b49ca335.png](#)

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

LECTURE/SPEAKER

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.
Other

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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

Yes, we plan on showing a movie.

What is the title of the movie?

Food as Resistance

How do you plan on showing the movie?

We have obtained expressed consent and permission from the owner of the film.

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.

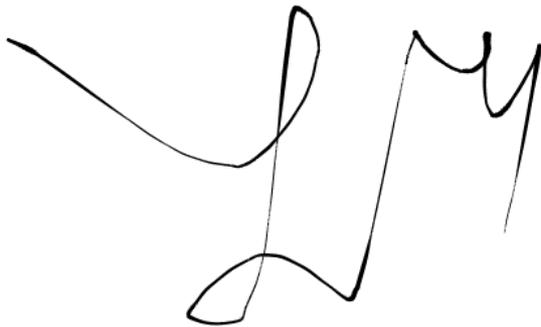
Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

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

A handwritten signature in black ink, appearing to be 'J. M.', written on a white background.

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

EXHIBIT B [PRICING LIST]

\$800.00 Speaker's Fee for a virtual event

\$1,500.00 Speaker's fee for the in-person event (includes travel and lodging).

The \$1,500.00 Speaker's fee for an in-person event is reduced to \$800.00 if the Customer covers travel and accommodation according to provisions in Section 2(b) of the Agreement.

Service Provider offers a fee waiver in certain instances. The Customer must demonstrate need for fee waiver; the Service Provider determines approval of the fee waiver.

The total fee for the speaking at Honor Convocation and the Screening of the documentary is \$1,500.

NUTRITIONAL SCIENCE HONOR'S CONVOCATION

**THURSDAY, APRIL 21, 2022
5:30 TO 8:00 P.M.
LOS ANGELES ROOM & THEATRE**



**GUEST PRESENTER
SADE MEEKS, GRITS INC**

**5:30 TO 6:30 P.M.
LOS ANGELES ROOM**

**CELEBRATE ALL THE HARD
WORK OUR DEAN'S LIST
NUTRITIONAL SCIENCE
STUDENTS HAVE DONE, AS
THEY RECEIVE THEIR CORDS**

**7:00 TO 8:00 P.M.
THEATRE**

**JOIN US FOR A SPECIAL
PRESENTATION OF THE
DOCUMENTARY
"FOOD AS RESISTANCE"
AND A Q&A SESSION AFTER**