

FUNDING REQUEST FORM

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: _____

CLUB/ORG: Muslim Student Association
 EVENT TITLE: General Meeting
 DATE(S) OF EVENT: 10/31/2023 SEMESTER: FALL
 EVENT LOCATION: University Student Union
 TOTAL ATTENDANCE: 20
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 The event is aiming to engage with new and recurring members in order to build connections as well as give an overview of the organization's direction.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 By building a community and giving additional resources regarding future events

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Food & Drinks	\$110

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$110
 TOTAL REQUESTED FROM ASI \$110
 AMOUNT FROM OTHER SOURCES _____
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____
 TIME STAMP: _____



Event Registration on

General Meeting

Revised By: [REDACTED]

Version 2

[APPROVED]

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?

Music Student Association

Event Name

General Meeting

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

About the event

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

The goal of the event is to engage with new members and build connections. Also, to give members a broad overview of the organization's current directions, upcoming events, and confirm its purpose.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

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

10/31/2023 - 2:30 PM

End Date/Time

10/31/2023 - 4:00 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

Un vers ty-Student Un on Bu d ng

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.

Un vers ty Student Un on Bu d ng

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. Your advisor must be listed in Presence on your roster as the advisor.

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Socia Media

Social Media Site

Instagram

Social Media Handle

ca state amsa

Marketing Media Upload*

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

[6ddc751a-1d1a-4462-a1cd-f846f46d0ec9.png](#)

Who is invited to this event?

Ca State LA Community

Will off-campus media be notified about this event?

No

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

No

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

MEETING

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.

EVERYONE IS WELCOME

General Meeting

CALSTATELA MUSLIM STUDENT ASSOCIATION



TUESDAY OCT 31ST

3 PM - 4 PM

ON-CAMPUS
U-SU



ASU

ASSOCIATED STUDENTS, INC.

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

Event Details

Event Category

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered.

Meeting (hosting)

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 food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

Yes

Who will be providing the food?

Student Organization

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[862ea119-8f8f-42ec-aed6-aa3b35de723b.pdf](https://asicalstatela.org/services/clubs-and-organizations-funding/862ea119-8f8f-42ec-aed6-aa3b35de723b.pdf)

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 via email: asvcf@asicalstatela.edu 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

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

No

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink, appearing to read "J. H. [unclear]", written on a signature pad.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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](#) guidelines, California State LA student organization events and meetings **can be held in virtual, in-person, or**



Personal Costco Cart

Shopping in 90063



Costco

Tomorrow 1pm

[100% satisfaction guarantee](#)

\$53.44

Your first delivery is free!

Pantry



**Kirkland Signature All Chocolate Bag
Variety, 5.6 lbs**
150 ct

\$24.87



1 ct



Soda



Coke, 7.5 fl oz, 30 ct
7.5 fl oz

\$18.65



1 ct



Water



**Kirkland Signature Purified Drinking
Water, 16.9 fl oz, 40-count**
16.9 fl oz

\$9.92



2 ct



Make this order a gift



Suggested items

2-Day Delivery

2-Day Delivery orders are delivered within 2 business days when ordered by 12 p.m. [Delivery Details](#)

Current Order: \$41.97 | **Add \$33.03 More** to Waive the \$9.00 2-Day Delivery Fee [ⓘ](#)

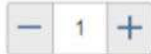
Add More



Cheez-It Crackers, Cheddar, 1.5 oz, 45-count

Item 663439

\$17.99



Remove

Total
\$17.99

[Add to List](#) | [Save for Later](#)



Kirkland Signature Soft & Chewy Granola Bars, 0.85 oz, 64-count

Item 1212860

\$11.99



Remove

Total
\$23.98



Apply for the Costco Anywhere Visa® Card by Citi

Earn 2% Cash Back on your Costco purchases. Exclusively for Costco members.

Apply Today

Subtotal	\$41.97
Shipping & Handling for 90001	\$0.00
2-Day Delivery Fee ⓘ	\$9.00

Estimated Total **\$50.97**

Applicable taxes will be calculated at checkout.

Checkout



Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

Name of Student Organization: Muslim Student Association

Event Name/Title: General Meeting

Event Location: University Student Union

Event Start Date: 10/31/2023 Event End Date: 10/31/2023 Hours of Operation: 2:30 pm - 4:00 pm

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Food Handler(s) Information:

 **Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Food Type/Source Information: Snack Sale Food Sale Catering Other: Packaged Goods

List exact food/beverage(s) that will be sold/served, including ingredients: Waterbottles, Coca-cola mini cans, Chocolate, Granola Bars, & Cheez-It Crackers

Will alcohol be served/sold? Yes No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? Stored in a climate controlled environment

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Costco Wholesale, Address: 2207 W Commonwealth Ave, Alhambra, CA 91803

Target, Address: 2120 W Main St, Alhambra, CA 91801

For more locations, add them on a page as and attach it.



CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

Catering/Vendor Information:

If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance



Attach Documents

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u><i>Sophia Khan</i></u> <small>Sophia Khan (Oct 12, 2023 20:37 PDT)</small>	10/12/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u><i>[Signature]</i></u>	10/13/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u><i>Daniel Keenan</i></u> <small>Daniel Keenan (Oct 16, 2023 09:34 PDT)</small>	10/16/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u><i>Mike Morales</i></u> <small>Mike Morales (Oct 16, 2023 15:25 PDT)</small>	10/16/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

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