

# FUNDING REQUEST FORM

## 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]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: \_\_\_\_\_

CLUB/ORG: Sociology Club at California State University  
 EVENT TITLE: Anime & Bi-Racial Identity w/ Dr. Stout  
 DATE(S) OF EVENT: 11/07/2023 SEMESTER: FALL  
 EVENT LOCATION: ASCB 132  
 TOTAL ATTENDANCE: 75  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Dr. Stout speaks from experience on having a bi-racial identity, which has fueled her research in the intersections of Anime and identity.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Relevant to the student body through an in-depth look at the popularity of Anime while also considering intersectional identities.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	(5) Cheese Pizzas (CUT 8)	100.00			
(4) Pepperoni Pizzas (CUT 8)	80.00				
(55) Bottled Waters	137.50				
Tax	35.29				
Service Charge	53.98				

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 406.77  
 TOTAL REQUESTED FROM ASI 406.77  
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

SOC Department will print flyers and provide table cloths.

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_

TIME STAMP: \_\_\_\_\_



Event Registration on

## Anime and Bi-racial Identity with Dr. Vanessa Stout

Submitted By [REDACTED]

**[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?

Sociology Club at California State University Los Angeles

### Event Name

Anime and Bi-racial Identity with Dr. Vanessa Stout

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

75

### Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling\* or selling of merchandise (\*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

### About the event

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

Dr. Vanessa Stout of the Sociology Department speaks from experience on having a bi-racial identity which has fueled her research in the intersections of identity and Anime.

## 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

11/07/2023 - 12:15 PM

### End Date/Time

11/07/2023 - 1:30 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 (please describe exact location in the next question)

## 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.

ASCB 132

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

[REDACTED]

## 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?

We do not plan on marketing this event to anyone outside of the organization.

## Who is invited to this event?

California 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.

COMMUNITY BUILDING AND CELEBRATION

CRITICAL DIALOGUES

EDUCATIONAL

LECTURE/SPEAKER

SOCIAL IDENTITY EXPLORATION

## 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.



## 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?

University/UAS Catering

#### You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapala, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at [ATapala9@calstatea.edu](mailto:ATapala9@calstatea.edu) or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on the ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on a submitted information. For more information, please contact CSI at [CSI@calstatea.edu](mailto:CSI@calstatea.edu) or 323-343-5110.

### 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://as.calstatea.org/services/clubs-and-organizations-funding>.

For any other questions contact the Vice President for Finance via email [vcf@calstatea.edu](mailto:vcf@calstatea.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 that reads "Jaryn M. Bates". The signature is written in a cursive style with a large initial "J" and a distinct "Bates" at the end.

**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 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 organizationa promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats



Golden  
Eagle  
Hospitality

for: Event # E40846  
on: Tuesday, November 7, 2023

Client/Organization Department of Sociology	Event Date 11/7/2023 (Tue)	Booking Contact [REDACTED]	Event # E40846
Address Cal State University, Los Angeles		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED] Guests 60 (Act)
Party Name Anime Event	Sales Rep Amanda Tapia	Theme	Category

### Venue

Description	Type	Start	End	Banquet Room
		11:45 am	12:00 pm	Annenberg Science Complex

### Food & Beverage

Food/Service Items	Unit	Price	Total
Delivery to the Annenberg Science Complex #132 for 12:00 PM **BRING ON TABLES**			
(5) Cheese Pizzas (CUT 8)	Each	20.00	100.00
(4) Pepperoni Pizzas (CUT 8)	Each	20.00	80.00
(55) Bottled Waters	Each	2.50	137.50

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	317.50	0.00	0.00	0.00	0.00	0.00	0.00	317.50
Service Charge	53.98	0.00	0.00	0.00	0.00	0.00	0.00	53.98
Taxes	35.29	0.00	0.00	0.00	0.00	0.00	0.00	35.29
Total	406.77	0.00	0.00	0.00	0.00	0.00	0.00	406.77

Subtotal	317.50	Paid	0.00
Tax	35.29	Balance	406.77
Service Charge	53.98		
Total Value	406.77		

Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

# Sociology Club

Tuesday  
Nov 7

12:15-1:30

ASCB 132  
(Rosser Hall  
Auditorium)

Pizza and  
drinks will  
be served!

Join Soc  
Club here



@CSULASOCClub47



*Anime and Bi-racial  
Identity*

by

*Dr. Vanessa Stout*

Please join us for a discussion on The Myth of Mukokuseki: Exploring Hafu Identities through Contemporary Anime.

- Dr. Stout will discuss how bi-racial characters, known as “Hafu” in Japan are depicted in their anime world.
- Using a combination of discourse analysis and visual sociology, she will analyze two popular anime series Ouran High School Host Club and Yashahime Princess Half-Demon.