

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: Game Day
 DATE(S) OF EVENT: 02/21/2024 SEMESTER: SPRING
 EVENT LOCATION: USU Building
 TOTAL ATTENDANCE: 30
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Game night is an evening filled with friendly competition, and camaraderie as fellow cal state la students enjoy various board games while bonding.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program enhances the Cal State LA experience by fostering community through fun, inclusive game nights, where students unwind, socialize, and develop valuable skills like teamwork and critical thinking.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Donuts	18			
Snacks	65				

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 83
 TOTAL REQUESTED FROM ASI 83
 AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Update

Game Day

Revised 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?

Music Student Association

Event Name

Game Day

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

About the event

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

We come back students for the new semester and build connections through games and various activities with other members of the CSULA community.

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

02/21/2024 - 4:30 PM

End Date/Time

02/21/2024 - 6:00 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

University-Student Union Building

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.

University Student Union

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.

[8cdf9c5-5355-4d75-bbdc-22231cdc724c.png](#)

Who is invited to this event?

Ca State LA Community

Will off-campus media be notified about this event?

No

Tags

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

SOCIAL

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 ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Soc a Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not App cab e

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.
[d7967a94-73c4-4977-94a4-8789ff5d881a.pdf](#)

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://asca.statea.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance via email asvcf@ca.statea.edu by calling 323-343-4778.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser")

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.
No Fundraising Activity

Will a movie/show 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 "A. Tuzo". The signature is fluid and cursive, with a large initial "A" and a stylized "Tuzo".

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

GAME DAY



Date: February 21st
4:30 pm-6 pm

LOCATION:
USU



ASSOCIATED STUDENTS, INC.

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

Confirm your info. Does everything below look correct?

Contact

By providing your phone number, you consent to receive text messages from Grubhub related to your order. Standard message rates may apply. See our [Terms of Use](#) for more information.

[Invite guests and order together](#)

Your order from

Yum-Yum Donuts

1	Yum-Yum Dozen Donuts	\$15.49
	<small>Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut, Regular Donut</small>	

Items subtotal	\$15.49
Sales tax	\$1.55
Total	\$17.04

You have items that are no longer available. [View Options](#)



Delivery Cart

Order fresh groceries online and have them delivered straight to your door.

Allow substitutions for all out-of-stock items.

[Change to Pickup](#)



[Show All Items](#)

Delivery Summary

Item Count: 6

Estimated Total: \$64.44

Coupons, taxes and delivery fees are calculated in checkout.

Delivery Address

5300 Paseo Rancho Castilla
Apt 1106
Los Angeles, CA 90032

[Edit Address](#)

Credit, debit and SNAP EBT accepted.

[Check Out Delivery](#)



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: Game Day

Event Location: University Student Union

Event Start Date: 02/21/2024 Event End Date: 02/21/2024 Hours of Operation: 4:30 pm - 6:00 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: Donuts, chocolates, chips, soda, juice, and cookies

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).

Ralphs
330 N Atlantic Blvd, Monterey Park, CA 91754

Yum Yum Donuts
4815 Valley Blvd #1, Los Angeles, CA 90032

Target
2120 W Main St, Alhambra, CA 91801

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



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

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.

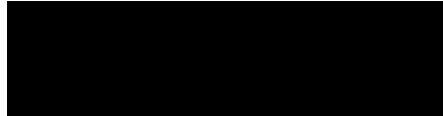
No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u>Sophia Khan</u>	02/06/2024
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Feb 8, 2024 08:20 PST)</small>	02/08/2024
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Feb 8, 2024 09:13 PST)</small>	02/08/2024
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Feb 13, 2024 10:00 PST)</small>	02/13/2024
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

Food Safety and Handling

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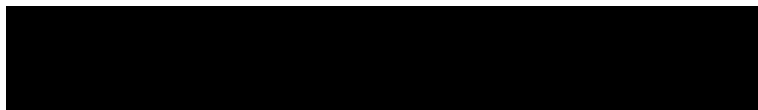
on

Apr 12, 2023

CERTIFICATE

OF COMPLETION

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Food Safety and Handling

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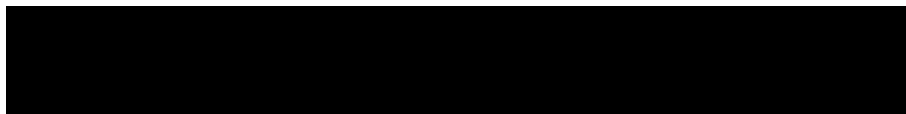
Apr 12, 2023



CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

Food Safety and Handling

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Apr 11, 2023

