

# 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: dmarti200@calstatela.e  
 SIGNATURE: \_\_\_\_\_

CLUB/ORG: The Neurodivergent Collective  
 EVENT TITLE: Disability Justice Tour  
 DATE(S) OF EVENT: 4/02/24-4/5/24     SEMESTER: SPRING  
 EVENT LOCATION: UC Berkeley  
 TOTAL ATTENDANCE: 8  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 5

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 We will take 5 students, 2 faculty and 1 staff member to Berkeley, CA to tour key sites related to disability justice.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This event will connect to students' research, course work, and advocacy work. We will learn from disabled activists and scholars so that we can implement change on campus (such as creation of a Disability Cultural Ce

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
		Students Lodging

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT     \$7,251.98  
 TOTAL REQUESTED FROM ASI     \$2411.18  
 AMOUNT FROM OTHER SOURCES     \$4,840.80

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 DOR, OSD. Psychology Department, College of Education, College of Health and Human Services

### OFFICE USE ONLY

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

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



Event Registration on

## Disability Justice Tour

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?

The Neurodivergent Collective of California State LA

### Event Name

Disability Justice Tour

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

5

### About the event

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

The Neurodivergent Collective is traveling to Berkeley California - the birthplace of the independent living movement. We will be visiting sites that played a vital role in the disability rights movement in the past and present day. These sites include, but are not limited to, the Ed Roberts' Campus, the UC Berkeley Disability Lab, and the UC Berkeley Disability Cultural Center.

### 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

04/02/2024 - 8:00 AM

## End Date/Time

04/05/2024 - 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?

Yes

## How can participants RSVP for this event?

Online

## RSVP Link

Requires http:// or https://

<https://forms.office.com/r/jA2u99mdLa>

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

Off-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.

200 Marina Blvd, Berkeley, California 94710 USA

## 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?

Other

#### What other methods of marketing will your organization use?

fyer d str but on

#### Who is invited to this event?

Ca State LA Commun ty

#### 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.

EDUCATIONAL

SOCIAL IDENTITY EXPLORATION

TRIP

## 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.

Dr. Williams Awodeha & NDC Present:

# DISABILITY JUSTICE TOUR



Visit key disability justice sites in the Berkeley area.  
Learn about disability history, pride, and culture!

Interested?

April 2–5, 2024

Lodging and Transportation  
provided for students

JOIN US

<https://forms.office.com/r/jA2u99mdLa>



## Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.  
Educational Workshop/Program

## Planned Activities

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

## 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.  
Off Campus Event

## 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](mailto: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

## Student Organization Travel

## Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to the travel dates. Organizations

are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.

1. Each Cal State LA student who will participate in this student organization trip must review, complete, and sign the [Individual General Release Form and Emergency Contact Form](#) (both forms are located in one file)
2. Your organization should complete the general waiver and emergency form process first **before** completing/submitting the Event Registration form.
3. Student organization trip organizers must upload assigned copies of both forms for each participant participating on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the [Student Organization Handbook](#).

### Individual General Release + Emergency Contact Form\*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[24eb44b5-be9c-46a1-ac3a-610b3cebf944.pdf](#)

### 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



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

**Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. 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.

**Alcohol:** In accordance with [Administrative Procedure 019 - Alcohol 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 Alcohol 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 Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Addtional 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 material to be used for marketing registered events are required to be stamped by CSI prior to the 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.

### Student Organization Event Resources

#### Additional Required Forms

The following form 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](#)

**You're all set,** [REDACTED]

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### Hotel Information



#### **DoubleTree by Hilton Hotel Berkeley Marina**

200 Marina Blvd. Berkeley, California 94710 USA

+1 510-548-7920

### Stay Information

### Guest information

**2** APR TUE — **5** APR FRI

[REDACTED]  
[REDACTED]

Check-in: 4:00 PM

Check-out: 12:00 PM

Early check-in cannot be guaranteed. Contact the hotel to inquire about early check-in or late check-out.

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### **8 rooms for 8 adults**

#### **Room 1**

**\$608.58**

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 2** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 3** \$667.38

2Dbl 430 Sqft Rm W/balcony, Honors Discount

Breakfast Included

**Room 4** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 5** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 6** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 7** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

**Room 8** \$608.58

1 King Bed Standard Ns, Honors Discount

Breakfast Included

Total room charge \$4,927.44

Total taxes \$650.40

**Total for stay: \$5,577.84**

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Payment



## **Guarantee policy**

There is a Credit Card required for this reservation.

If you use a debit/credit card to check in, a hold may be placed on your card account for the full anticipated amount to be owed to the hotel, including estimated incidentals, through your date of check-out and such hold may not be released for 72 hours from the date of check-out or longer at the discretion of your card issuer.

## **Cancellation policy**

Free cancellation before 11:59 PM local hotel time on 31 Mar 2024.

At check in, the front desk will verify your check-out date. Rates quoted are based on check-in date and length of stay. Should you choose to depart early, price is subject to change.

We reserve the right to cancel or modify reservations where it appears that a customer has engaged in fraudulent or inappropriate activity or under other circumstances where it appears that the reservations contain or resulted from a mistake or error.

Totals listed here are estimated based on current taxes and exchange rates (if applicable) and do not include additional fees/charges that may be incurred during your stay.

## **Optional services for an additional charge**

**Self parking**

\$35.00 / night

**Valet parking**

\$37.00 / night

**Pets**

Pets allowed, \$75.00 non-refundable fee, 75 lbs maximum, Pet fee is non-refundable and dogs ONLY

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