

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: Ruth Mancilla
Ruth Mancilla (Sep 20, 2024 09:00 PDT)

CLUB/ORG: Rehabilitation Counseling Association
 EVENT TITLE: Project Warm Winter
 DATE(S) OF EVENT: 11/1 & 11/2/24 SEMESTER: FALL
 EVENT LOCATION: King Hall B2005 & B2006
 TOTAL ATTENDANCE: 75
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 65

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 refreshments
 make blankets for donation

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Provides students with an opportunity to give back to the community.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	refreshments	300.00	HONORARIA / CONTRACTS		
	fleece material	1327.00			
	fleece scissors	72.80			
	plastic bags	60.00			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1759.80
 TOTAL REQUESTED FROM ASI 1009.80
 AMOUNT FROM OTHER SOURCES 750
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 donations from fundraisers

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



Event Registration

Project Warm Winter

[APPROVED]

Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Rehabilitation Counseling Association

Event Name

Project Warm Winter

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 the event involves an off-campus, high profile guest and/or speaker

About the event

What is this event about and what activities can you expect to experience there?

Make and donate blankets to local community organizations.

Provide refreshments for volunteers.

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

11/01/2024 - 3:00 PM

End Date/Time

11/02/2024 - 3:00 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

Classroom Space

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.

In-Person Location

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]

Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

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?

Social Media

Social Media Site

Instagram

Social Media Handle

@RCACSU

Marketing Media Upload*

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

[74120f7c-ff05-41a8-a190-d4f5be1e7da0.png](#)

Who is invited to this event?

General Public

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:

<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

SERVICE

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.



ASSOCIATED STUDENTS, INC.

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

2024

Project Warm & Winter



Friday, November 1st from 3 pm – 7 pm &
Saturday, November 2nd from 11 am until we finish

KH B2005 & B2006

5151 State University Drive, Los Angeles, CA 90032

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.

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.

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 asivcf@calstatela.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



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, Cal 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

Estimates - using estimate cost from last year

RCA WARM WINTER BLANKET PROJECT

2023

MONETARY DONATIONS:

Dr. Martin Brodwin	\$1,000.00
Maria Sanchez	\$284.80
Angel Velasquez	\$75.00
Anna Gutierrez	\$50.00
Rebeca Dominguez	\$25.00
Sara Cruz	\$25.00

TOTAL: \$1,459.00

EXPENSES:

Fleece Material Day 1 Purchase	\$158.00
Fleece Material Day 2 Purchase	\$1169.00
Plastic Bags Day 1 Purchase	\$30.00
Plastic Bags Day 2 Purchase	\$30.00
Fleece Scissors	\$72.80

TOTAL: \$1459.80

FOOD/SNACKS/DRINKS

Dr. Natalie Williams Awodeha
Janet Velasco
Maria Sanchez
Borggie Soto Dos Santos

BLANKET RECIPIENTS:

West Los Angeles Veteran's Tiny Homes (40 Blankets)
Highland Park Tiny Homes (46 Blankets)
Los Angeles Centers for Alcohol & Drug Abuse (LA CADA) (24 Blankets)

TOTAL BLANKETS: 110

Allen Textiles, Inc

Wholesale & Retail

Yafa-Many

Cell:(310)409-6606

820019

DATE:

2.15.23

ORDE									
NAME	Yafa-Many								
ADDR	Tel:(213)614-8641 • Fax:(213)559-4849								
CITY,	Open Sunday to Friday Saturday Closed								
	505E.9th Street • Los Angeles, CA 90015								
SOLD BY:	CASH	CHARGE	C.O.D.	MOSE.RTD.	ON ACCT.	PAID OUT			

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

Price TOTAL

\$ 1169.00

Allen Textile Inc.
505 E. 9th St.
Los Angeles, CA 90015
Tel: (213) 614-8641
Fax: (213) 607-2310

RECEIVED BY:	TOTAL:
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KEEP THIS COPY FOR YOUR REFERENCE

LA FIESTA
217 BOYD ST. LOS ANGELES
CA 90013
213) 625-0042, 213) 393-3067

347654

ORDER NO:

NAME:

ADDRESS:

CITY, STATE, ZIP

DATE: 12/15/23

SOLD BY: CASH CHARGE C.O.D. MOSE.RTD. ON ACCT. PAID OUT

QUANTITY	DESCRIPTION	PRICE	AMOUNT
1	1 p9 bag 26x30	30	30
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

RECEIVED BY:

TOTAL: 30.00

KEEP THIS COPY FOR YOUR REFERENCE



Temporary Food Permit Request Application (Department and Other 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: Department Other Organization

Name of Department/Other Organization: Rehabilitation Counseling Association

Event Name/Title: Project Warm Winter

Event Location: King Hall B2006 & B2005

Event Start Date: 11/01/2024 Event End Date: 11/02/2024 Hours of Operation: 3-7 and 11-until we finish

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

Food Handler(s) Information:  **Attach 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: grocery store

List exact food/beverage(s) that will be sold/served, including ingredients: Coffee, pastries, potato salad, fried chicken, cookies, hot chocolate, fruit and vegetable tray

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? Warmers and coolers with ice

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).
Ralph's
Address: 2230 S Atlantic Blvd, Monterey Park, CA 91754

This is a donation-based service event. We want to spend the ASI funds on the blankets. Donations help pay for the food.

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.

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.

		09/15/2024
1. Name of Department/Organization Requestor	Signature	DATE
danielkeenán	 <small>danielkeenán (Sep 16, 2024 09:00 PDT)</small>	09/16/2024
2. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benítez	 <small>Fernando Benítez (Sep 16, 2024 10:07 PDT)</small>	09/16/2024
3. 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

ehs_hsf_d79_sh_enus

on

Apr 18, 2024

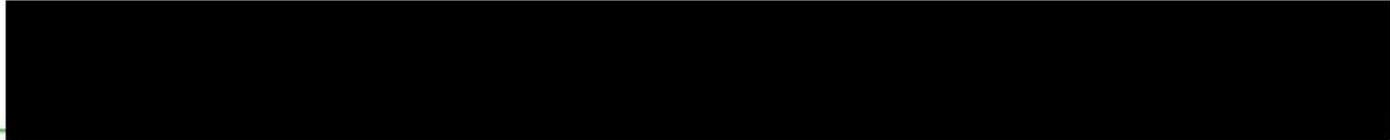
Certificate of Completion



skillsoft 



This certifies that



has successfully achieved the California Food Handler Card



Jean Chong
Jean Chong
Director of Training

AAA Food Handler
(714) 592-4100
www.AAAFoodHandler.com

Certificate ID: 1677270545-10-65808
Issue Date: February 24, 2023

CERTIFICATE VALID FOR 3 YEARS AFTER ISSUE DATE.
Please check with local and state training requirements as expiration dates may differ.



2024

Project Warm & Winter



Friday, November 1st from 3 pm – 7 pm &
Saturday, November 2nd from 11 am until we finish

KH B2005 & B2006

5151 State University Drive, Los Angeles, CA 90032

