

# 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:   
 OFFICER TITLE:   
 ADDRESS:   
 CITY:  STATE:  ZIP:   
 PHONE:  EMAIL:   
 SIGNATURE: 

CLUB/ORG: Chicanos for Community Medicine  
 EVENT TITLE: Meet your Pre-Med club Board Members  
 DATE(S) OF EVENT: Sep 6th SEMESTER: FALL  
 EVENT LOCATION: 5151 State University Dr, Student Union  
 TOTAL ATTENDANCE: 7  
 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:

This event is meant to provide students a recognition of a Pre-Med club at CalState LA to help with their journey into the Healthcare field.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will enhance the Cal State LA experience, by providing students with better resources, opportunities, and experience surrounding healthcare.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Luv Pops	13.98

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
		0

MARKETING	DESCRIPTION:	AMOUNT:
	Flyers for advertisement of club	18.97
Banner for CCM	15.99	

OTHER	DESCRIPTION:	AMOUNT:
		0

## PART 5 - EVENT SUMMARY

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

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

### OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

Club Rush

[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?

Chicanos For Community Medicine

#### Event Name

Club Rush

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

7

#### About the event

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

This event is meant to introduce our club to the student body. We plan on having board members present throughout the whole event to connect with students, answer questions, and introduce ourselves to them. In addition, we will have our own sign-up forms so interested students can join our club and further their pre-med journey.

## 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

09/26/2024 - 9:00 AM

### End Date/Time

09/26/2024 - 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

University-Student Union Plaza/Walkway

## 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.

U-SU Plaza

## 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

ccm\_eagles\_2024

## Marketing Media Upload\*

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

[e91471e7-151e-4b6f-9691-5b870cbd3111.png](#)

## Who is invited to this event?

Student organization members

Cal State LA Community

## 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

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.



# MEET YOUR PRE-MED CLUB BOARD MEMBERS



MEET US AT :

SEPTEMBER 26TH

9 AM - 4 PM

5151 STATE UNIVERSITY DR,  
LOS ANGELES, CA 90032  
STUDENT UNION - PLAZA



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.

Tabling

## 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](mailto: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

A handwritten signature in black ink, appearing to read "John Doe", is written on a signature pad. The signature is stylized with large loops and a long horizontal stroke.

**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

## Order Details

Order Number: 28924964



### 1 Flyers

Size	5" x 7" Vertical
Paper	100 lb. Gloss Book
Color	Full Color Front, No Back
Production Time	Regular
Quantity	100
<b>Tax</b>	<b>Y</b>
Instant Processing Proof	\$0.00
Production Facility	Burbank, CA
<hr/>	
Item Price	\$19.25 (Taxable: \$19.25)
Coupon Discount	-\$1.93
Exclusive Discount	N/A
<b>Final Item Price</b>	<b>\$17.32</b>

### Invoice Summary

Subtotal	\$19.25
Shipping	N/A
Coupon [NEW24]	-\$1.93
Exclusive Discount	N/A
Tax	\$1.65 (9.5000%)
<hr/>	
<b>Total (Unpaid)</b>	<b>\$18.97</b>
Amount Paid	\$0.00
Balance Due	\$18.97

GotPrint.com  
Burbank Airport Center:  
7651 N. San Fernando Rd.  
Burbank, CA 91505

# Walgreens

#06124 9750 WOODMAN AVE  
ARLETA, CA 91331  
818-899-9950

293 6461 0071 09/24/2024 7:54 PM

PERRIER PET	16.90Z
07478051550	FOOD 1.79
RETURN VALUE	1.79
CALIFORNIA REDEMPTION VALUE	
00000007452	0.05
LORNA DOONE CPACK	4.50Z
04400004250	3.49
RETURN VALUE	3.49
INTERNET PHOTO	571436 A 15.99 MOD
RETURN VALUE	15.99

SUBTOTAL	21.32
SALES TAX A=9.5%	1.52

TOTAL	22.84
VISA ACCT 2818	22.84
AUTH CODE	02211D
CHANGE	.00

TOTAL CUST SRVC COMPENSATION 10.00

THANK YOU FOR SHOPPING AT WALGREENS

REDEEM \$1 WALGREENS CASH REWARDS ON YOUR  
NEXT PURCHASE! WALGREENS CASH REWARDS  
CANNOT BE REDEEMED ON SOME ITEMS. FOR  
FULL DETAILS SEE MYWALGREENS.COM

RFN# 0612-4716-4610-2409-2403



\*\*\*\*\*

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Store 460  
16210 DEVONSHIRE STREET  
GRANADA HILLS, CA 91344  
Telephone (818) 892-3338

Bakery/Bread/Tortillas  
First Street Blue Frost 3.99 F

Grocery  
Luv Pops 6.99 F  
Luv Pops 6.99 F

SUBTOTAL 17.97

Total # Items Sold 3

17.97 @ 0.000% = 0.00

TOTAL 17.97  
Visa 17.97

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PURCHASE \$17.97  
\*\*\*\*\*2818 Visa  
CHIP CONTACTLESS  
REF#: 00559D APPROVED  
CHASE VISA  
ARQC - 46DC4FFBE81FB718  
Mode: Issuer  
IAD: 06021203A00000  
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Legend

F - food stamp eligible  
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0010460240924001000387



You were served by: Selina

Date	Time	Store	Term	Opr	Tran
09/24/24	07:30 PM	460	1	40015	0387

Thank you for shopping with us!

Complete our survey and  
enter for a chance to win a  
\$500 SMART & FINAL GIFT CARD  
Visit [www.smartandfinal.com/survey](http://www.smartandfinal.com/survey)  
within 7 days of this shop

Now Hiring!  
Visit [www.smartandfinal.com/careers](http://www.smartandfinal.com/careers)

One Trip & That's It

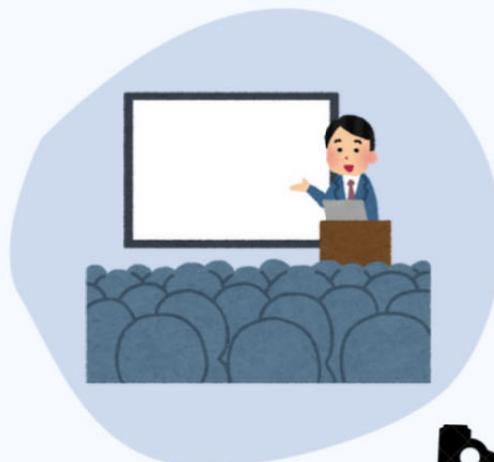


SCAN ME

# Pre-Med Club



- STUDY GROUPS
- MCAT PREP
- APPLICATION GUIDANCE
- MOCK ADMISSION INTERVIEWS



- CONFERENCES
- GUEST SPEAKER
- MENTORSHIP MATCHING



- SHADOWING OPPORTUNITIES
- RESEARCH AWARENESS
- CERTIFICATION PROGRAMS



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