

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: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

SIGNATURE: _____

CLUB/ORG: Delta Sigma Theta Sorority, Inc.

EVENT TITLE: Farwest 2024 Leadership Retreat

DATE(S) OF EVENT: 10/18-10/20/2024 SEMESTER: FALL

EVENT LOCATION: Henderson, NV

TOTAL ATTENDANCE: 5,000

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 3

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:
 The Leadership Retreat will be include Chapter Presidents from both alumnae and collegiate chapters giving them an opportunity to elevate their skills in leadership.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Attending the leadership will help us develop our leadership skills & provide us with opportunities to network with other chapters & their members & talk about how they navigate their leadership roles allow us to take new & creative ways back to campus

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
					Flight for 3 people
			Hotel for 3 people	\$1,616.00	
			Registration for 3 people	\$450.00	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$3,194.00

TOTAL REQUESTED FROM ASI: \$3,194

AMOUNT FROM OTHER SOURCES: _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS: _____

TIME STAMP: _____



Event Update

Farwest Retreat

Pending Approval

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?
Delta Sigma Theta Epsilon Zeta Chapter

Event Name

Farwest Retreat

Estimated Attendance

Please describe the estimated attendance of participants for this event.

3

About the event

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

This is a leadership training to get us ready for the year and be on the same page across the region.

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

10/18/2024 - 12:00 AM

End Date/Time

10/21/2024 - 12:00 AM

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?

By invitation only

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.

Vegas

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.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

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.

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?

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

Who is invited to this event?

Closed to Guest List

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

CONFERENCE

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.

Kimberly M. Asher

REGIONAL DIRECTOR



Radiya Ajibade

REGIONAL REPRESENTATIVE

Farwest Region
DELTA SIGMA THETA SORORITY, INC.



WELCOME

THE *Fabulous*

LEADERSHIP RETREAT

FARWEST REGION

HENDERSON, NV

OCTOBER 18 - 20, 2024

#DESTINATION2025

 @DSTFWR

 @DSTfarwestregion

 WWW.DSTFarwestRegion.com

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.
Conference/Convention/Meeting Attendance

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

Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.
Only organizations with approved exemptions may bank off campus. All others must bank through ASI.
ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email asivpf@calstatela.edu by calling 323-343-4778.

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

Yes

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 their 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/submitted the Event Registration form.
 3. Student organization trip organizers must upload all signed copies of both forms for each participant planning 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.

[13be07c8-d562-4232-9eaa-6535b1446c89.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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

Options

Hidden From Non-Members

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

5:22



SOS



85



presence

High Five!

Your Event Registration
has been approved

Download your Event Registration PDF
below.



Reply



Mail



Calendar



Feed



Apps



Delta Sigma Theta Far West Regional Retreat 2024 ~ Oct 18, 2024 - Oct 20, 2024 ~ M Resort Spa & Casino

Dear Vershaun Evans,

We are pleased to confirm your reservations at the M Resort Spa & Casino. The staff of the M Resort Spa & Casino is looking forward to your arrival as part of the Delta Sigma Theta Far West Regional Retreat 2024. Should your travel plans change and you need to make changes to your reservations, please [click here](#) or call [877-673-7678](tel:877-673-7678).

We look forward to welcoming you to the M Resort Spa & Casino.

- The Staff of the M Resort Spa & Casino

Reservation Details

Online Confirmation:	SOXROQDB																												
Date Booked:	Sep 23, 2024																												
Reservation Name:	[REDACTED]																												
Arrival Date:	Oct 18, 2024																												
Departure Date:	Oct 20, 2024																												
Room Type:	Luxury Adjoining 2 Queen																												
Number of Rooms:	1																												
Number of Guests:	2																												
Night by Night Rate:	<table border="1"> <thead> <tr> <th>Date</th> <th>Guests</th> <th>Status</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td>Oct 18, 2024</td> <td>2</td> <td>Confirmed</td> <td>209.00</td> </tr> <tr> <td>Oct 19, 2024</td> <td>2</td> <td>Confirmed</td> <td>199.00</td> </tr> <tr> <td colspan="2">Additional Guest</td> <td>Rate</td> <td></td> </tr> <tr> <td colspan="2">Second Guest</td> <td></td> <td>0.00</td> </tr> <tr> <td colspan="2">Third Guest</td> <td></td> <td>30.00</td> </tr> <tr> <td colspan="2">Fourth Guest</td> <td></td> <td>30.00</td> </tr> </tbody> </table>	Date	Guests	Status	Rate	Oct 18, 2024	2	Confirmed	209.00	Oct 19, 2024	2	Confirmed	199.00	Additional Guest		Rate		Second Guest			0.00	Third Guest			30.00	Fourth Guest			30.00
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Oct 18, 2024	2	Confirmed	209.00																										
Oct 19, 2024	2	Confirmed	199.00																										
Additional Guest		Rate																											
Second Guest			0.00																										
Third Guest			30.00																										
Fourth Guest			30.00																										
Total Charge:	408.00																												
Tax Disclosure:	Please note the following taxes are not included into rates: 29.99 USD Resort Fee Per Night, 14% State and Local Tax Per Night.																												
Add-Ons:																													
Cancel Policy:	48 hours cancellation policy																												





SOUTHWES

\$211.96

Merchant Contact Information

 2702 LOVE FIELD DR, TX 75235

Additional Information

Transaction Date Wed 10/02/24

Posted Date Pending

Pending transactions are charges that temporarily display on your account while being processed, and can also represent placeholder amounts - sometimes as low as \$1.00.

- You may see a different amount or description between pending and posted transactions, especially with gas station transactions.*
- Transactions will appear in your "Posted Activity" once they have finished processing.*
- Pending transactions generally post within 3 days; however, please allow up to 10 calendar days.*

[Privacy & Terms](#) | [Provide Feedback](#)



Kimberly M. Usher

REGIONAL DIRECTOR



Radiya Ajibade

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WELCOME

THE *Fabulous*

LEADERSHIP RETREAT

FARWEST REGION

HENDERSON, NV

OCTOBER 18 - 20, 2024

#DESTINATION2025

X @DSTFWR

Instagram icon @DSTfarwestregion

WWW.DSTFarwestRegion.com