

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]	CLUB/ORG: School Psychology Student Association
OFFICER TITLE: [REDACTED]	EVENT TITLE: Fall Social
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 10/19/2024 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Alhambra Park
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 50
SIGNATURE: <i>[Signature]</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

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

A social event to celebrate the beginning of the school year. The event will provide members with access to painting and scavenger hunt game materials to use while socializing at local park

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event aims to boost community building and offer opportunities for members interested in school psychology to socialize and connect with each other. Build connection amongst members and network and grow in school psychology

PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Event Decorations (fall candles, banner, lights)	56.16	Colored wrist bands for scavenger hunt + names	7.49
Flyerss to hang up at the event (stock paper)	6.99	Painting materials (burshes, paints, trays, pencil playtes, etc.)	250.33
		Table Cloths	20.97
		Paper towels	9.54
		See all items on the attached spread sheet	See attached

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 414.66
 TOTAL REQUESTED FROM ASI 414.66
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 N/A

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



Event Registration
Fall Social

[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?
School Psychology Student Association

Event Name

Fall Social

Estimated Attendance

Please describe the estimated attendance of participants for this event.
50

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?

A social event to celebrate the beginning of the school year. The event aims to boost community building and offer opportunities for members interested in school psychology to socialize and connect with each other. The event will provide members with access to painting and scavenger hunt game materials to use while socializing.

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

10/19/2024 - 1:00 PM

End Date/Time

10/19/2024 - 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?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires <http://> or <https://>

<https://forms.gle/ARGm9XED2ppGfjoDA>

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.

Alhambra Park

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?

Social Media

Social Media Site

Instagram

Social Media Handle

spsacsula

Marketing Media Upload*

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

[14f6a5c5-79b5-4628-a1e4-f4fb980313ad.pdf](#)

Who is invited to this event?

Student organization members

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

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.
Social Program

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

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)

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

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 - Alcoholic 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 Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by

Shopping Cart

[Deselect all items](#)

Price



Rust-Oleum 334029 Painter's Touch 2X Ultra Cover Spray

\$5⁹⁸

#1 Best Seller in Spray Paint
In Stock

Two-Day
FREE delivery **Sun, Oct 6**

This is a gift [Learn more](#)

Color: Gloss Clear
Size: 12 Ounce (Pack of 1)
Pattern Name: Gloss

Qty: 3 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Halloween Paper Plates, 50-Count Disposable

\$20⁹⁹

In Stock
One-Day

FREE delivery **Tomorrow, Oct 5**

FREE Returns
 This is a gift [Learn more](#)

Color: Ghosts, Pumpkins, Candy Corn

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Arrowhead Mountain Spring Water, 1 Gallon

\$1⁹⁹

by Arrowhead

[Save more with Subscribe & Save](#)

FREE delivery for Prime members

This is a gift [Learn more](#)

Flavor Name: Unflavored
Size: 128 Fl Oz (Pack of 1)

Qty: 2 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



ROYAL7 3 Pack Black Gingham Checkered,

\$6⁹⁹

In Stock
Shipped from: Royal 7
FREE delivery **Oct 10 - 15**
Gift options not available. [Learn more](#)
Size: Rectangle, 54in. X108in.
Color: Black Gingham Checkered

You are getting FREE Same-Day and Tomorrow delivery on eligible items!

Subtotal (35 items): \$376.30

This order contains a gift

[Proceed to checkout \(35 items\)](#)

Continue series you've started



Dream Nation: Puerto...
> Maria Acosta Cruz

13

Kindle Edition

\$28.95

87 pts

[See all buying options](#)

Qty: 3 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



ANJAYLIA Star Lights 10 FT 20 LED Battery Operated

\$16¹⁹

In Stock

One-Day

FREE delivery **Tomorrow, Oct 5**

FREE Returns

This is a gift [Learn more](#)

Size: 10 Feet 2 PACK

Exclusive Prime price

Save 5%
[Clip Coupon](#)

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Nuanchu 12 Pcs Halloween Ghost Pumpkin Candle Fun

\$14⁹⁹

In Stock

One-Day

FREE delivery **Tomorrow, Oct 5**

FREE Returns

This is a gift [Learn more](#)

Color: White, Orange

Style: Ghost, Pumpkin

Save more with
[Subscribe & Save](#) >

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Ebaokuup 20 PCS 2" X 1.6" Halloween Ghost Candles, G...

\$16⁹⁹

In Stock

One-Day

FREE delivery **Tomorrow, Oct 5**

FREE Returns

This is a gift [Learn more](#)

Number of Items: 20

Style: Ghost

Save more with
[Subscribe & Save](#) >

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



Whaline Happy Fall Pumpkin Burlap Banner Harvest

\$7⁹⁹

In Stock

Two-Day

FREE delivery **Sun, Oct 6**

FREE Returns

This is a gift [Learn more](#)

Color: Brown

Qty: 1 [Delete](#) [Save for later](#)

[Compare with similar items](#) [Share](#)



12 Pack Paint Tray Palettes, Painting Palette, Plastic

\$7⁹⁹

In Stock

Two-Day

FREE delivery Sun, Oct 6

FREE Returns

This is a gift [Learn more](#)

Color: 12 Pack

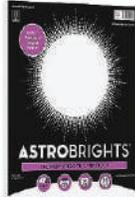
Qty: 5

Delete

Save for later

[Compare with similar items](#)

[Share](#)



Astrobrights/Neenah Bright White Cardstock, 8.5" x 11",...

\$6⁹⁹

In Stock

Same-Day

FREE delivery Today 2 PM - 6 PM

FREE Returns

Climate Pledge Friendly

Gift options not available. [Learn more](#)

Size: 8.5 x 11

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)



Hefty Party On Disposable Plastic Cups, Assorted, 16 O...

\$9³⁶

#1 Best Seller in Disposable Cups

In Stock

Same-Day

FREE delivery Today 2 PM - 6 PM

FREE Returns

This is a gift [Learn more](#)

Color: Assorted Colors

Size: 100 Count (Pack of 1)

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)



Amazon Basics Woodcased #2 Pencils, Pre-sharpened, HB

\$5⁶⁹

#1 Best Seller in Woodcase Lead Pencils

In Stock

Overnight

FREE delivery Overnight 4 AM - 8 AM

FREE Returns

This is a gift [Learn more](#)

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)

Save 5% now with [Subscribe & Save](#) >

Buy any 4, save 15%



HERSHEY'S Variety Pack Candy (23.36 oz, Pack of 1) |

\$9⁹⁴

by HERSHEY'S

#1 Best Seller in Chocolate Candy Vari...

In Stock

FREE delivery **Wed, Oct 9** for Prime members

This is a gift [Learn more](#)

Flavor **Name:** Variety Pack

Size: 75 Pieces

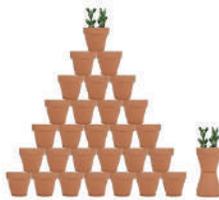
Qty: 3

Delete

Save for later

[Compare with similar items](#)

[Share](#)



32pcs Small Mini 2" Terracotta Pot Clay Ceramic Pottery

\$16⁹⁹

In Stock

Two-Day

FREE delivery **Sun, Oct 6**

FREE Returns

This is a gift [Learn more](#)

Qty: 2

Delete

Save for later

[Compare with similar items](#)

[Share](#)



Amazon Basics 2-Ply Flex-Sheets Paper Towels, 2

\$4⁷⁷

In Stock

Same-Day

FREE delivery **Today 2 PM - 6 PM**

FREE Returns

Climate Pledge Friendly

Gift options not available. [Learn more](#)

Size: 2 Rolls (Pack of 1)

Qty: 2

Delete

Save for later

[Compare with similar items](#)

[Share](#)

Buy any 4, save 15%

https://www.amazon.com/gp/product/B00ATJSD8I/ref=ox_sc_act_image_16?smid=ATVPDKIKX0DER&psc=1



Apple Barrel, Classic Elegance & Bold Impressions

\$19²⁴

In Stock

Overnight

FREE delivery **Overnight 4 AM - 8 AM**

FREE Returns

This is a gift [Learn more](#)

Style: 18 pc Classic Elegance & Bold Impressions

Qty: 2

Delete

Save for later

[Compare with similar items](#)

[Share](#)



[Redacted delivery instructions field]

Add delivery instructions

Change

[Redacted address field]

Change

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Items (35):	\$376.30
Shipping & handling:	\$2.99
Free Shipping:	-\$2.99
Estimated Regulatory Fees:	\$0.20
Estimated tax to be collected*:	\$38.16
Order total:	\$414.66

SPSA PRESENTS

FALL SOCIAL

JOIN US FOR A BEGINNING OF THE YEAR SOCIAL AT
THE PARK!

WHERE? ALHAMBRA PARK -- WHEN? 10/9/24 1-3 PM

RSVP USING THIS FORM:
[HTTPS://FORMS.GLE/1SYBS6Z8VF
05FGME6](https://forms.gle/1SYBS6Z8VF05FGME6)

RELAX AND CONNECT
WHILE PAINTING, PLAYING
GAMES, AND HAVE FUN!

