

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: Black Student Union
OFFICER TITLE: [REDACTED]	EVENT TITLE: Afrikan Black Coalition
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 1/17-1/20, 2025 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: San Luis Obispo, CA
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 8
SIGNATURE: <i>Brandi Johnson</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 8

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

This conference seeks to unify Afrikan/Black students across the state in order to discuss and resolve issues concerning academic policy and campus climate.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This exposure helps students broaden their understanding of cultural diversity and social justice issues, enriching the overall academic environment at Cal State LA.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
[REDACTED]	[REDACTED]	Tickets	520
[REDACTED]	[REDACTED]	Hotel	1013.70
[REDACTED]	[REDACTED]	Mileage	542
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	\$2,075.70	OFFICE USE ONLY
TOTAL REQUESTED FROM ASI	\$2,075.70	
AMOUNT FROM OTHER SOURCES	[REDACTED]	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	[REDACTED]	STAFF INITIALS [REDACTED]
		TIME STAMP: [REDACTED]



Event Registration

Afrikan Black Coalition's 2025 Annual Conference

[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?

Black Student Union

Event Name

Afrikan Black Coalition's 2025 Annual Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event.

14

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

Presence to all students.

About the event

The Afrikan Black Coalition Conference is an annual conference hosted at one of our partner schools during MLK Day Weekend. The ABC Conference now serves over 800 Afrikan/Black students across the State of California. Since its inaugural year in 2003, the forum has continued to be used to address social and political issues facing the community through peer and professional workshops, keynote speakers, and social activities. After being held at every UC campus and following the induction of CSU partners, California State University, Long Beach was the first CSU campus to host the conference, which was held in January 2017 during Martin Luther King Jr. weekend.

This conference seeks to unify Afrikan/Black students across the state in order to discuss and resolve issues concerning academic policy, campus climate, matriculation from the University, and political education. By bringing together Black Student Unions and Afrikan Student Unions statewide, ABC presents the opportunity for unity in spite of geographical boundaries. Additionally, each conference incorporates a focus on collective imagining for the organization, building student organizational skills, developing pathways for life after college, and connecting students to the larger Afrikan/Black struggle.

As one of the only statewide conferences for Afrikan/Black students, the Afrikan Black Coalition Conference is a vital tool in promoting networking amongst peers, owning our narrative of positivity and resilience, inspiring innovation in a system that honors hard facts and calculation, and providing an environment where the Afrikan/Black cultural experience is valued. Without doubt, the ABC Conference is one of the most rewarding experiences Afrikan/Black students have during their collegiate years.

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

01/17/2025 - 11:00 AM

End Date/Time

01/20/2025 - 5:00 PM

Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

N/A

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/x1PpDYSzM3tTeB1U9>

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.

Cal Poly SLO

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

The host of the conference is the Afrikan Black Coalition

Who initiated the conversation on collaborating for the event?

Afrikan Black Coalition

How will your organization be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

All students will be involved in workshops, panel discussions, campus tour, keynote speaker audience, and networking events.

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.

Attending a Conference/Convention/Meeting

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 food be served at this 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

Movie/Show Screening

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. <https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support>

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

@calstatelabsu

Marketing Media Upload*

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

[8e43c7a4-47a6-4101-aecd-6d4a49138e7a.jpg](#)

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

CAREER/PROFESSIONAL DEVELOPMENT

COMMUNITY BUILDING AND CELEBRATION

CONFERENCE

EDUCATIONAL

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

MUSIC & ENTERTAINMENT

TRIP

WORKSHOP/SEMINAR

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.

JOIN US

AFRICAN BLACK CONFERENCE

January 17-20, 2025

ALL STUDENTS FREE!

NETWORKING, PROFESSIONAL
PHOTOS, KEYNOTE SPEAKERS,
WORKSHOPS, & FUN

TRAVEL & LODGING WITH BE
PROVIDDED , MEALS WILL NOT BE
INCLUDED .

LOCATION : CAL POLY SAN LUIS OBISPO



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

External Private Fundraising

External Private Fundraising

Sponsorship

Sponsorship

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.

ASI Recognized Student Organization Account

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.

[16fb269f-c0c1-4ad4-852b-66014c387356.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

A handwritten signature in black ink, appearing to be 'JSE', followed by a long horizontal line extending to the right.

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

Stay in Arroyo Grande

Jan 17, 2025 - Jan 20, 2025

Days Inn by Wyndham Arroyo Grande/Pismo Beach

Confirmation: 9]*****

Confirmation: 9]*****

Confirmation: 9]*****

Expedia itinerary: 7300*****

Reservation details

Only the person who booked this can change or cancel this booking

Booked

Check-in

Fri, Jan 17

3:00 PM

Check-out

Mon, Jan 20

11 AM

Check-in and special instructions

Check-in time starts at 3:00 PM

Check-in time ends at anytime

Minimum check-in age is: 21

Front desk staff will greet guests on arrival.

Location

555 Camino Mercado, Arroyo Grande, CA, 93420 United States of America

Room details

Room, 2 Queen Beds, Non Smoking

Reserved for

, 3 adults

Requests

Non-Smoking

Room, 2 Queen Beds, Non Smoking

Reserved for

, 3 adults

Requests

Non-Smoking

Room, 2 Queen Beds, Non Smoking

Reserved for

2 adults

Requests

Non-Smoking

Change and cancellation rules

Free cancellation until Jan 16 at 3:00pm (property local time)

If you cancel or change your plans, please cancel your reservation in accordance with the property's cancellation policies to avoid a no-show charge.

There is no charge for cancellations made before 3:00pm (property local time) on Jan 16, 2025.

Cancellations or changes made after 3:00pm (property local time) on Jan 16, 2025 or no-shows are subject to a property fee equal to the first night's rate plus taxes and fees.

In the case of multiple rooms/units booked together, fees charged by the property apply to each room/unit that is canceled or changed.

Payment details

Room 1 price

Fri, Jan 17	\$87.20
Sat, Jan 18	\$95.20
Sun, Jan 19	\$80.00
Taxes & Fees	\$40.05
Property fee	\$30.00

Room 2 price

Fri, Jan 17	\$87.20
Sat, Jan 18	\$95.20
Sun, Jan 19	\$80.00
Taxes & Fees	\$40.05
Property fee	\$30.00

Room 3 price

Fri, Jan 17	\$79.20
Sat, Jan 18	\$87.20
Sun, Jan 19	\$72.00
Taxes & Fees	\$36.75
Property fee	\$30.00

Other

Hotel Booking Protection	\$43.65
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Total	\$1,013.70
Paid	\$1,013.70

Stay 1 nights and save 20%

Prices shown after \$190.80 savings

Expedia support

Contact Expedia if you need help managing this itinerary.

Afrikan Black Coalition 5472 Crenshaw Blvd #431306 Los Angeles, CA 90043 Phone: 323-842-5678 TAX ID: 85-0908990	<h1>INVOICE</h1> INVOICE NUMBER: 00026 INVOICE DATE: December 10, 2024
--	--

BILL TO: CSULA Black Student Union 5151 State University Dr, Los Angeles, CA 90032	SHIP TO: Afrikan Black Coalition 5472 Crenshaw Blvd #431306 Los Angeles, CA 90043 Phone: 323-842-5678
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COMMENTS OR SPECIAL INSTRUCTIONS: PLEASE EMAIL OPERATIONS@ABLACKCOALITION.ORG ONCE CHECK HAS BEEN MAILED OR DEPOSITED.

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
14	ABC Conference General Admission	\$65.00	\$910.00
		SUBTOTAL	\$910.00
		HANDLING	0.00
		CALIFORNIA SALES TAX (RATE %)	0.00
		SHIPPING/FREIGHT	0.00
		TOTAL DUE	\$910.00

Make Checks Payable To:
 Afrikan Black Collective
 5472 Crenshaw Blvd #431306 Los Angeles, CA 90043
 If you have any questions concerning this invoice, contact Ma'Ronda X, 323-842-5678, operations@ablackcoalition.org

This is an outdated invoice, new invoice will reflect the correct total of \$520.00 (8 student attendees x \$65 - general admission)

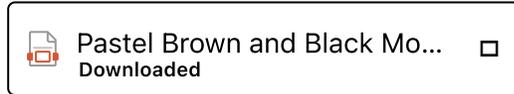
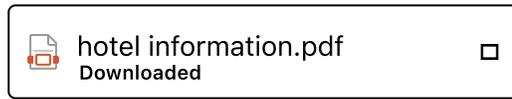
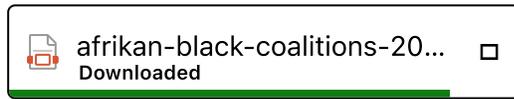
L



To: Maldonado, Amanda

Fri 3/7/2025 11:26 AM

Flagged



5 attachments (2 MB) Save all to OneDrive - Cal State LA Download all

Good morning, Amanda,

I will attach all the documents/ paperwork needed to fund the BSU ABC Conference to this email. As far as the tickets for the conference go, we only sent eight people to the conference, so the tickets were \$65 per person, and the total price for the tickets was \$520. I am confirming that the tickets on the invoice are the incorrect amount.

[REDACTED]



□ To: □ Maldonado, Amanda

Wed 3/12/2025 11:22 AM

Good morning Amanda,

The names of the participants that attended the ABC conference are as follows:

[REDACTED]

The mileage was calculated on the basis that they traveled to the conference in 2 cars and they used google maps which informed them of the mileage to and from the hotel as well as to and from the conference. The mileage from Taniah's house ([REDACTED]) to the hotel (Days Inn Arroyo by Wyndham Arroyo Grande Camino Mercado, Arroyo, CA) was 187 miles. From and to the hotel to the conference was 17 miles for 3 days. The mileage from conference (Cal Poly San Luis Obispo San Luis, CA) back to [REDACTED] was 205 miles. Please let me know if you have any questions or concerns.

Thank you,

[REDACTED]

187 miles = \$125.29 x 2 cars = \$250.58

17 miles = \$11.39 x 3 days x 2 cars = \$68.34

205 miles = \$137.35 x 2 cars = \$274.70

Total = \$593.62

JOIN US

AFRICAN BLACK CONFERENCE

January 17-20, 2025

ALL STUDENTS FREE!

NETWORKING, PROFESSIONAL
PHOTOS, KEYNOTE SPEAKERS,
WORKSHOPS, & FUN

TRAVEL & LODGING WITH BE
PROVDDED , MEALS WILL NOT BE
INCLUDED .

LOCATION : CAL POLY SAN LUIS OBISPO

