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: *[signature]*

CLUB/ORG: Technical Interview Preparation for Software

EVENT TITLE: Graph Workshop

DATE(S) OF EVENT: 3/3/2025 SEMESTER: SPRING ▼

EVENT LOCATION: ET A129

TOTAL ATTENDANCE: 30

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 18

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

A workshop based on the Graphs topic in Computer science

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Help teach students understand the concept of Graphs within Coding

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	5 Pizza's	54.85			
	35 Soda Cans	23.86			
	Milk Tea	13.59			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

		OFFICE USE ONLY
TOTAL COST OF THE EVENT	92.30	
TOTAL REQUESTED FROM ASI	92.30	STAFF INITIALS
AMOUNT FROM OTHER SOURCES	0	TIME STAMP:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT?

N/A

ASI

Event Registration

General Meeting for graphs

[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?
Technical Interview Preparation for Software Engineers

Event Name

General Meeting for graphs

Estimated Attendance

Please describe the estimated attendance of participants for this event.
15

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

General meeting to discuss graph algorithms and future events

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

03/03/2025 - 4:30 PM

End Date/Time

03/03/2025 - 6:00 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.
4:20 PM - 6:00PM

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/vFyk6z6wCqGFgtJF8

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

Classroom Space

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.
ET A129

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?

No

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.
Educational Workshop/Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
None Apply

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.
Yes

Who will be providing the food?

Student Organization

Temporary Food Permit Form Upload*

A completed, signed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.
2a412199-9ca0-4e00-8317-d9911dfbd91e.pdf

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?

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

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

EDUCATIONAL

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 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

External Private Fundraising
External Private Fundraising

Sponsorship

Sponsorship

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?
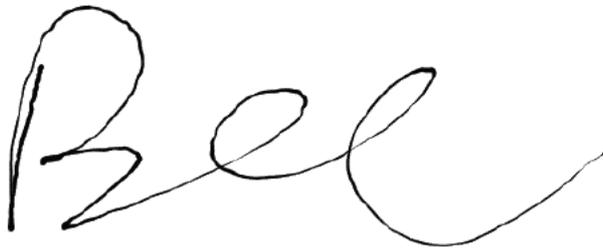
No

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 Guidellines

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**

COSTCO
WHOLESALE

Alhambra #428
2207 W. Commonwealth
Alhambra, CA 91803

Order Number:
118

7M Member 111959416242
  4 @ 9.95
E   1184887 WHOLE CHEESE   39.80 A
E   1184862 WHOLE PEP   9.95 A
     TAX   5.10
 **** TOTAL   54.85

XXXXXXXXXXXX8544   H
AID: A0000000980840 VERIFIED BY PIN
Seq# 231874   App#: 549995
EFT/Debit   Resp: APPROVED
Tran ID#: 506200231874....

APPROVED - Purchase
AMOUNT: $54.85
03/03/2025 15:30 428 231 42 731

    EFT/Debit   54.85
    CHANGE   0.00

 A 10.25%   5.10
 TOTAL TAX   5.10
 TOTAL NUMBER OF ITEMS SOLD -   5
03/03/2025 15:30 428 231 42 731
   OP#: 731 Name: Kiosk User 731

COSTCO
WHOLESALE

Alhambra #428
2207 W. Commonwealth
Alhambra, CA 91803

7M Member 111959416242
***********Bottom of Basket***********
***********BOB Count 0 ***************
E   891742 COKEZERO35**   19.89 A
E 8000000000 CA REDEMP VA   1.75 A
        SUBTOTAL   21.64
        TAX   2.22
**** TOTAL   23.86

XXXXXXXXXXXX8544   CHIP Read
AID: A0000000980840 VERIFIED BY PIN
Seq# 12815   App#: 057593
EFT/Debit   Resp: APPROVED
Tran ID#: 506200012815....

APPROVED - Purchase
AMOUNT: $23.86
03/03/2025 15:40 428 12 331 38

        EFT/Debit   23.86
        CHANGE   0.00

A 10.25%   2.22
TOTAL TAX   2.22
TOTAL NUMBER OF ITEMS SOLD =   1
03/03/2025 15:40 428 12 331 38

||| |||| ||| | |||| ||| |||| ||| |||
2104280120331250303 1540
OP#: 38 Name: MARIA C.
        Thank You!
    Please Come Again
Whse:428 Trm:12 Trn:331 OP:38

Items Sold: 1
7M 03/03/2025 15:40

COSTCO
WHOLESALE

Alhambra #428
2207 W. Commonwealth
Alhambra, CA 91803

7M Member 111959416242
E   1846864 HELLOKTYFRDS   12.99
E 9900000000 CA REDEMP VA   0.60
         SUBTOTAL   13.59
         TAX   0.00
**** TOTAL   13.59

XXXXXXXXXXXX5933   CHIP Read
AID: A000000980840   VERIFIED BY PIN
Seq# 12814   App#: 057376
EFT/Debit   Resp: APPROVED
Tran ID#: 506200012814....

APPROVED - Purchase
AMOUNT: $13.59
03/03/2025 15:40 428 12 330 38

         EFT/Debit   13.59
         CHANGE   0.00

TOTAL NUMBER OF ITEMS SOLD =   1
03/03/2025 15:40 428 12 330 38

210428012033025030311540
OP#: 38 Name: MARIA C.
         Thank You!
    Please Come Again
Whse:428 Trm:12 Trn:330 OP:38

Items Sold: 1
7M 03/03/2025 15:40

CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

Temporary Food Permit Request Application
(Student 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:

Name of Student Organization: Technical Interview Preparation for Software Engineers

Event Name/Title: General Meeting

Event Location: ET A129

Event Start Date: 03/03/2025   Event End Date: 3/3/2025   Hours of Operation: 4:30pm to 6:00pm

Contact Name: ▮▮▮▮   Email: ▮▮▮▮   Phone: ▮▮▮▮

Food Handler(s) Information:

📎 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: ▮▮▮▮   Email: ▮▮▮▮

Name of Certified Food Handler: ▮▮▮▮   Email: ▮▮▮▮

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☑ Catering ☐ Other: _____

List exact food/beverage(s) that will be sold/served, including ingredients: _____
Pizza: Bread, tomato, cheese, pepperoni | Soda: Coke, Diet Coke, Ginger Ale

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? Will be picked up right before event and served

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Costco: 2207 W Commonwealth Ave, Alhambra, CA 91803

Albertson's: 2400 W Commonwealth Ave, Alhambra, CA 91803

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.

Insurance (for Student Organizations Only): Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

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.

	Paul Elhosni	02/13/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	*Fabiola Avina* Fabiola Avina (Feb 14, 2025 10:11 PST)	02/14/2025
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
danielkeenan	*danielkeenan* danielkeenan (Feb 14, 2025 11:24 PST)	02/14/2025
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Fernando Benitez	*Fernando Benitez* Fernando Benitez (Feb 17, 2025 1:__ PST)	02/17/2025
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE