

ASI Recognized Student Organization Funding Request Form

**Environmental Justice Club**

Pending Approval

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

*Prior -*

- *Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.*

*After -*

- *ASI may consider allocating funds after an event has occurred.*
- *Post-event funding requests will only be considered in the semester when they occur.*
- *The last day to submit a funding request is the deadline for the last Finance meeting of the semester.*

### Funding Submission Deadline & Finance Committee Dates

**The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.**

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: <https://asicalstatela.org/club-funding-proposals-deadline>

### Student Organization & Officer Information

#### Organizations

Environmental Justice Club

#### Officer Name

[REDACTED]

#### Email Address

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.

[REDACTED]

#### Officer Position

Vice-President

### Event Information

An RSO can request funds for multiple events on one funding request form if the events are connected (i.e., workshops, speaker series, etc.). However, if the funding request is approved, reimbursement happens after the last event.

All event(s) MUST BE OPEN to ALL Cal State LA students to be considered for funding

### Event Title

Environmental Justice Club Fundraiser

### Event Date(s)

November 12, 2025

### Briefly describe the event

EJC is hosting this fundraiser to promote sustainability awareness on campus and in our community. The event will include educational information on proper waste sorting, sustainable practices at home, and the use of the 311 app to help keep our spaces clean.

### How will this event enhance the Cal State LA experience?

This event strengthens the Cal State LA experience by encouraging students to take part in sustainable actions that directly impact their campus and community. It creates hands-on learning opportunities where students can connect environmental topics to real-life solutions, practice mindful habits, and contribute to a cleaner, more responsible campus environment. Promoting sustainability also builds a sense of shared responsibility and pride in maintaining a healthy and welcoming space for all Golden Eagles.

### Total Expected Attendance

40

### Expected Cal State LA Students Attendance

40

Here is a [guide](#) to show how to access the approved event registration form

### Approved Event Registration Form\*

Event Registration Form MUST have the green approved stamp.

[bacf4ba9-3174-4497-bff0-8ecc0b806da2.png](#)

### Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

No

### Cost Breakdown

### What is your RSO requesting funds for?

Select all that apply

Other

### Total Amount Requested from ASI

\$84.25

## Cost Breakdown - Other

Other includes anything that does not fall within the other categories (i.e., decorations, supplies, rental equipment, etc.)

Equipment - ASI may fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - ASI may fund up to a maximum of \$100 for event supplies that are necessary for the success of the program. May consider funding supplies with a longer useful life, if the cost of the supply is under \$50 and does not require a large space for storage

Admission Tickets - ASI may fund up to \$10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - ASI may fund up to \$25 per person and no more than \$100 per event

Supply as much supporting documentation and information

## Description (include prices)

ex. paint supplies (\$25.00), paper plates (\$4.50), etc.

We are giving an estimate, Customize Table Cloth: \$59.25(exact price), Hospitality Supplies: Lemonade, paper cups, and napkins: \$25

## Additional Supporting Documentation

### Estimates and relevant invoices for the event(s)\*

Screenshots of the items or provide links of every item your RSO is requesting funds for

[c2ba65d7-d342-4f5d-9cd9-54b613ed8d5e.png](#)

### Event Flier with the ASI Logo\*

ASI logo can be found here: <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

[f7f651b2-304c-468e-8139-1e3d250812f5.png](#)

## Meeting Attendance

Attending the Finance Committee meeting during which the funding request is considered is HIGHLY ENCOURAGED but not required

## Will you or someone from your RSO be attending the Finance Committee meeting?

Attendance can be either in-person or on Zoom

Not sure yet

## Signature

John H. Johnson

Event Registration

Environmental Justice Club Fundraiser

[APPROVED]

## Student Org 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?

Environmental Justice Club

### Event Name

Environmental Justice Club Fundraiser

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

## Event Description

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

The Nest to all students.

### About the event

Come support the Environmental Justice Club! ☐☐ Enjoy cookies & lemonade while helping promote sustainability.

☐ Library North entrance | Wed, Nov. 12 | 3–4:30 PM ☐☐

☐ **Sweet Fundraiser Alert!**

☐ \$2 lemon cookies, chocolate covered-strawberries & lemonade (or 2 for \$3 deal) ☐☐

☐ Free refill if you bring your own cup

☐ **Sustainability Tips You'll Learn:**

☐ On campus: bring a reusable cup, refill at stations, print double-sided.

☐ At home: compost food scraps, switch to reusable bags, save energy by unplugging devices.

### 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

11/12/2025 - 3:00 PM

#### End Date/Time

11/12/2025 - 4:30 PM

#### Even set up time

If no additional set up time is needed use the event start time

2:30 PM

#### Event Tear-Down Time

If no additional clean up time is needed use the event end time

4:40 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

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

On-Campus

### On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

### Event/Meeting Virtual Link and/or In-Person Location

Outside main entrance of Library North

### 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.

[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 on The Nest 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

## 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.

Proceeds to Benefit (Fundraisers, Tabling Selling Non-Food/Items, Collecting Donations)

Tabling

### 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 events so long as the appropriate approval is received via the Temporary Food Permit. The Food on Campus training module details how to obtain a 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.

[f3103210-7d74-497c-84ec-3d16a5161770.pdf](#)

## Movie/Show Screening

### Will a movie/show be shown at this event?

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

ejcsula\_

## Marketing Media Upload\*

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

[279040c3-b86e-40d3-b192-a11e31697f5e.pdf](#)

## Who is invited to this event?

Student organization members

Cal State LA Community

General Public

## 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

You may choose more than 1 tag. Tags are used to search events.

EDUCATIONAL

FOOD

FUNDRAISER

## 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.

*Environmental Justice Club*

# Fundraiser!

Purchase some yummy  
goods and learn ways to  
be environmentally  
sustainable.

Wed, November 12<sup>th</sup> | 3:00 PM – 4:30PM  
Outside main entrance of Library North



Free refill  
if you  
bring your  
own cup!

Or get 2  
items for  
just \$3!

\$2 per  
Cookie &  
lemonade



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.  
Does not apply - no funds are needed

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](mailto: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.

Item Sale (store bought foods or merchandise)

**Item Sale - Please describe the items being sold and how funds will be collected.**

Store-bought food items or merchandise.

\*\*Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval\*\*

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

We will be selling lemon cookies, lemonade, and chocolate-covered strawberries, and we will be accepting cash.

**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

Notes

## Event Notes

Is there any information that you have not shared that we should be made aware of.

We asked Tiffanie tfordba@calstatela.edu for permission to table in front of the Library, and she confirmed yes.

## 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 the initials 'ND' with a large loop and a diagonal 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](#).

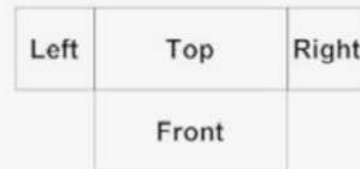
In compliance with [University](#) guidelines, Cal State LA student organization events and meetings **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- 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

Items	Quantity	Price
Customize Table Cloth	1	\$ 59.25
Napkins	1	\$ 2.49
Paper Cups	1	\$ 4.99
Lemonade	3	\$ 20.97 <i>each bottle is \$6.99</i>

**Event Total: \$ 87.70**

**Requested Amount: \$ 84.25**



GagetElec Customized Table Cloth with Logo 4FT 5FT 6FT 8FT Personalized Tablecloth for Tradeshow Events Birthday Wedding Anniversary Tradeshow (5FT Open Back)

**\$46.99**

Ships from HdMiHe

Sold by [HdMiHe](#)

**Customizations:**

Color: Green 3

and [5 more](#)



Gift options not available

Place your order

**Order total: \$59.24**

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

- **Paper napkins (\$2.49)** – Ralphs

<https://www.ralphs.com/p/smart-way-paper-napkins/0001111011609>

[Home](#) > [Cleaning and Household](#) > [Paper Products](#) > Smart Way™ Paper Napkins



## Smart Way™ Paper Napkins

★★★★☆ 3.33 (6) [View All Reviews](#)

250 ct UPC: 0001111011609

© Located In AISLE 7

Out of Stock

\$2.49

\$0.01/each

### Item Availability

Pickup  
Out of Stock

Kroger Delivery  
Unavailable

All Delivery  
Unavailable

[Sign In to Add](#)

- **Paper cups (\$4.99)** – Target

<https://www.target.com/p/matter-compostable-bathroom-cup-3oz-48ct/-/A-87712696>

[Target](#) > [Baby Supplies](#) > [Kids Birthday Party Supplies](#)



Shop all Matter

## Matter Compostable Disposable Cup - 3oz/48ct

★★★★☆ 2.2 [6 Questions](#)

\$4.99 (90.10/count)

Pickup  
Not available

Delivery  
Not available

Shipping  
Arrives by Thu, Nov 6

No longer sold at [Puente Hills](#)

Available near you

Ready within 2 hours for pickup inside the store.

[Show in-stock stores](#)

90

**Free & easy returns**

Return this item by mail or in store within 90 days for a full refund.

Eligible for registries and wish lists

[+ Add item](#)

Add to list

At a glance

Target Zero

- **Uncle Matt's Organic Lemonade (2–3 bottles, \$6.99 each) – Ralphs**  
<https://www.ralphs.com/p/uncle-matts-organic-no-sugar-added-lemonade/0069706852022>

[Home](#) > [Beverages](#) > [Juice](#) > Uncle Matt's™ Organic No Sugar Added Lemonade



## Uncle Matt's™ Organic No Sugar Added Lemonade

★★★★☆ 4 (8) [View All Reviews](#)

52 fl oz UPC: 0069706852022

📍 Located in DAIRY

~~\$7.99~~


\$6.99

\$0.13/fl oz

SNAP EBT Eligible

### Item Availability

 Pickup  
Available

 Kroger Delivery  
Unavailable

 All Delivery  
Unavailable

[Sign in to Add](#)



## 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: Environmental Justice Club

Event Name/Title: Environmental Justice Club Fundraiser

Event Location: Outside Library North #1

Event Start Date: 11/12/2025 Event End Date: 11/12/2025 Hours of Operation: 1 hours 30 minute

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

**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: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

**Food Type/Source Information:**  Snack Sale  Food Sale  Catering  Other: \_\_\_\_\_

List exact food/beverage(s) that will be sold/served, including ingredients: \_\_\_\_\_

Uncle Matt's Organic No-Sugar-Added Lemonade: Filtered Water, Organic Lemon Juice, Organic Stevia Tate's Bake Shop Lemon Cookies. Ingredients: Sugar, Unbleached Flour (Wheat Flour, Niacin, Reduced Iron, Thiamine Mononitrate, Riboflavin, Folic Acid, Malted Barley Flour), Butter, Egg Whites, Natural Flavor, Milk, Lemon Oil, Baking Powder, Salt. Fairway!

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? Refrigerate before, cooler with ice, separate contain

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

THIS IS THE OFFICAL FORM FOR THE EVENT OF EJC FUNDRAISER  
NOV 12, 2025, 3:00 pm -4 :00 pm please disregard other request

Target  
Address: 1800 Empire Ave, Burbank, CA 91504

Sprouts  
Address: 1011 N San Fernando Blvd, Burbank, CA 91504

*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.

Melanie Mondragon	<u>Melanie Mondragon</u> <small>Melanie Mondragon (Oct 20, 2025 25:02:42 PDT)</small>	10/20/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Oct 21, 2025 09:40:56 PDT)</small>	10/21/2025
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
danielkeenane	<u>danielkeenane</u> <small>danielkeenane (Oct 21, 2025 11:36:39 PDT)</small>	10/21/2025
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Oct 21, 2025 13:46:40 PDT)</small>	10/21/2025
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

*Environmental Justice Club*

# Fundraiser!

Purchase some yummy  
goods and learn ways to  
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sustainable.

Wed, November 12<sup>th</sup> | 3:00 PM - 4:30 PM  
Outside main entrance of Library North



Or get 2  
items for  
just \$3!

\$2 per  
Cookie &  
lemonade



Free refill  
if you  
bring your  
own cup!

**ASU**

**ASSOCIATED STUDENTS, INC.**

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT  
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.