



ASI Recognized Student Organization Funding Request Form

Rehabilitation Counseling Association

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

Rehabilitation Counseling Association

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

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

Spring Mixer 2026

Event Date(s)

3/20/2026

Briefly describe the event

Professional development opportunity for undergraduate and graduate students.

How will this event enhance the Cal State LA experience?

This provides connections to internship and employment opportunities for our students.

Total Expected Attendance

50

Expected Cal State LA Students Attendance

50

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.

[0467ca29-36aa-4306-8b0c-f053077c6d2c.pdf](#)

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

Hospitality

Total Amount Requested from ASI

\$895.00

Cost Breakdown - Hospitality

Hospitality includes food provided by UAS or the Student Organization (off-campus catering, pre-packaged foods: snacks, bottled drinks, etc.)

ASI hospitality limits are based on actual student attendance. ASI will fund up to: Snacks - \$7.00, and Catered Meals - \$15.00

Description (include prices)

ex. UAS Catering - BEO, 8 pizzas (\$9.99 each = \$79.92 total), soda (\$7.99), etc.

UAS catering -BEO, pesto cream pasta with chicken ,salad and bread (\$17.00 each=\$340 total), chipotle cream pasta with chicken , salad and bread, (\$17.00each=\$340.00 total), cheese lasagna , salad and bread (\$17.00=\$170 total)

Who is providing the food?

UAS Catering - BEO

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
[34d1fdaf-8858-413e-bc2c-e803d9258300.pdf](#)

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>
[39124b7b-f6ea-4e9c-8e82-107e01ef00d4.jpeg](#)

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

Yes

Signature



Event Registration

Spring Mixer 2026

[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?

Rehabilitation Counseling Association

Event Name

Spring Mixer 2026

Estimated Attendance

Please describe the estimated attendance of participants for this event.

50

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

- Socialize with your fellow scholars
- Get to know your professors
- Connect with internship supervisors
- Volunteer community opportunities
- school updates and questions

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

03/20/2026 - 3:00 PM

End Date/Time

03/20/2026 - 5:00 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
5:30 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.office.com/r/V3AqfecfiX>

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

KH D2075

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.

Social 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 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?

University Catering (UAS)

UAS Catering

You have indicated that you want UAS catering to provide the food at this event.

- After submitting this form please contact Amanda Tapia, the Sales Manager for UAS catering services and the Golden Eagle Ballroom, at ATapia9@calstatela.edu or at 323-343-6770 as soon as possible.
- This section of the Event Registration Form will be approved by UAS **only** after you have contacted them to set up your catering order.
- UAS will either approve or deny this form submission based on their ability to fulfill your catering order. After UAS has approved this form, CSI will review this form for approval based on all submitted information. For more information, please contact CSI at CSI@calstatela.edu or 323-343-5110.

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

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

@RCACSULA

Marketing Media Upload*

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

[cf3e5e40-797e-4f83-a0fa-6615ff5f0093.jpg](#)

Who is invited to this event?

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

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

CAREER/PROFESSIONAL DEVELOPMENT

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.

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**CSULA
RCA**

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**SOCIALIZE WITH YOUR FELLOW SCHOLARS
GET TO KNOW YOUR PROFESSORS
CONNECT WITH INTERNSHIP SUPERVISORS
VOLUNTEER COMMUNITY OPPORTUNITIES
SCHOOL UPDATES & QUESTIONS**

**SPRING
— MIXER —
2026
FRIDAY
MARCH
20
3 PM - 5 PM**

**5151 STATE UNIVERSITY DRIVE, LOS ANGELES CA 90032
ROOM KH D2075**

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.

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.

T-shirts cash will be collected

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.

None

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.

RCA Spring Mixer 2026

Items	Quantity	Price
UAS - Hospitality		\$ 908.30

50 individually meals (\$15 chipotle cream penne, \$15 pesto cream penne, \$18 vegetable lasagna) = \$792, 50 disposables (\$0.75 each) = \$37.50

Event Total	\$ 908.30
Requested Amount	\$ 895.00
Maximum Amount Allowed to be funded	\$ 891.55 (\$1,500.00 - \$608.45)

ESTIMATE - to show pricing & items



Golden
Eagle
Hospitality

for: Event # E42760
on: Friday, March 21, 2025

Client/Organization Rehabilitation Counseling Association	Event Date 3/21/2025 (Fri)	Booking Contact [REDACTED]	Event # E42760
Address 5151 State University Drive		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel Guests 50 (Act)
Party Name RCA Spring Mixer	Sales Rep Amanda Tapia	Theme	Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		3:15 pm	3:30 pm	King Hall	Drop-Off - Dispo:

Food & Beverage

Food/Service Items	Unit	Price	Total
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Drop off to King Hall #D2075
for 3:30 PM

(50) Disposables	Each	0.75	37.50
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****Individually Packed Meals****

(18) Chipotle Cream Penne Pasta w/ Chicken	Each	15.00	270.00
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(18) Pesto Cream Penne Pasta w/ Chicken	Each	15.00	270.00
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(14) Vegetable Lasagna	Each	18.00	252.00
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(14) Vegetable Lasagna	Each	18.00	252.00
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(14) Vegetable Lasagna	Each	18.00	252.00
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****IN DISPOSABLES****

(50) Chef's Choice Salad w/ dressing	Guest(s)		
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(50) Bread and Butter	Guest(s)		
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*No beverages

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	829.50	0.00	0.00	0.00	0.00	0.00	0.00	829.50
Taxes	78.80	0.00	0.00	0.00	0.00	0.00	0.00	78.80
Total	908.30	0.00	0.00	0.00	0.00	0.00	0.00	908.30

Subtotal	829.50	Paid	0.00
Tax	78.80	Balance	908.30
Service Charge	0.00		
Total Value	908.30		

3/5/2025 - 3:59:31 PM

Client Signature: _____

Page 1 of 2

UAS Staff
Signature: _____



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