ASI Associated Students, Inc.
Funding Request Form
"...For the Students, by the Students!" **2018-19**

Contact

Officer Name: ▮▮▮▮
Officer Title: ▮▮▮▮
Address: ▮▮▮▮
City/State/Zip: ▮▮▮▮
Phone & Email: ▮▮▮▮
Officer Signature: *[signature]*

Organization

Club/Organization: Association for Computing Machinery

Event Title: **ACM Workshops**

Date(s) of Event: 3/19,20;4/9,10;23,24   Semester Select On *Spring*

Location of Event: ET C 245, 254

Expected Total Attendance: 120

Expected Attendance of Cal State LA Students: 120

Event Description and Total Cost Breakdown

Briefly describe the event:

The workshops are to get students experienced with different kinds of projects that are involved in the Computer Science field. Students will be able to build their own mock website and mock web app this semester, and the food is used to incentivice students to continue showing up.

Is the event open to all Cal State LA students?: Select One. *Yes*

How will this program enhance the Cal State LA experience?:

This program will allow students to learn how to build their own website or web app on their own personal device that they can use to expand their portfolio.

Hospitality

Description	Amount
Pizza	$299.62
Water	$36.80

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: $336.42

Amount Requested from ASI: $336.42

Amount from other sources: _____

What other resources are you employing for this event?

For Office Use Only • Do Not Write Below

Important:
(1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.*
(2) *Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.*
(3) *Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.*

All forms must have a Time Stamp and staff initial: SK

LN

Rev'd. 7/11/18

COMPUTER SCIENCE CLUB
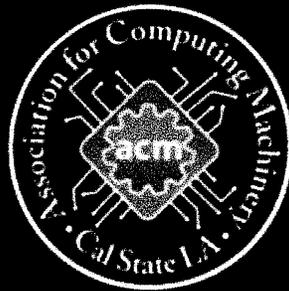
INTRO WEBSITE DEVELOPMENT WORKSHOP

Create your own personal website! For beginners, little to no experience in coding needed.

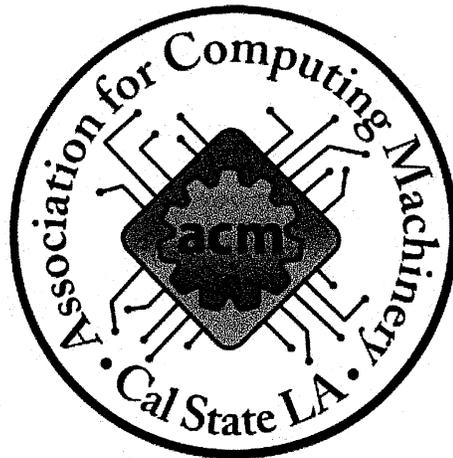**EVERY OTHER**

TUESDAY 3:00 PM - 4:20 PM

OR WEDNESDAY 4:30 PM - 5:50 PM

3/19, 3/20, 4/9, 4/10, 4/23, 4/24

ROOM E&T C-254

This project will cover the fundamentals of web development such as HTML, CSS, Javascript, Github, Bootstrap, basic design principles, etc

COMPUTER SCIENCE CLUB

ANDROID APP DEVELOPMENT WORKSHOP

Learn how to use Android Studio to develop a fully functional Android Mobile Application!

Association for Computing Machinery • Cal State LA •
acm

Every other Tuesday 4:30 pm - 5:50 pm
Room: E&T C-254
3/19, 4/9, 4/23

STUDENT ORGANIZATION
EVENT REGISTRATION FORM

COMPLETED CAL STATE LA

This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Association for Computing Machinery   **PHONE** ███████ ~~1/16/10~~

EVENT CONTACT NAME: ███████████   **EMA**███████████

NAME OF EVENT: ACM General Meetings   **LOCATION:** ET 6245, 254

EVENT DATE: 3/19, 20; 4/9, 10   **Begin Time:** 3:00   **END TIME:** 5:40   **ESTIMATED ATTENDANCE:** 120
4/23/2?

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- [ ] PROCEEDS TO BENEFIT
- [x] EDUCATIONAL PROGRAM
- [ ] SPIRITUAL PROGRAM
- [ ] RECREATIONAL PROGRAM
- [ ] DANCE/PARTY
- [ ] SOCIAL PROGRAM
- [ ] COMMUNITY SERVICE
- [ ] CONFERENCE/CONVENTION
- [ ] OTHER:
- [ ] SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- [ ] SPORTS ACTIVITY OR COMPETITION
- [ ] BONFIRE
- [ ] AMPLIFIED SOUND
- [ ] BEACH/FOREST/PARK CLEAN-UP
- [ ] INDOOR/OUTDOOR COOKING
- [ ] ANIMALS
- [ ] INTERNATIONAL TRAVEL
- [ ] DOMESTIC TRAVEL

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

The general meetings are to be held Tuesdays and Wednesdays to try to appeal to as many members as possible. Our meetings are to teach students how to build their own website in HTML and how to build their own app.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- [ ] PRINTED POSTCARDS
- [x] PRINTED POSTERS/FLIERS
- [x] SOCIAL MEDIA: acm.calstatela.edu   INCLUDE SITE & HANDLE
- [ ] OTHER:

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

- [x] STUDENT ORG. MEMBERS
- [x] CAL STATE LA COMMUNITY
- [ ] OTHER COLLEGES & UNIV.
- [ ] GENERAL PUBLIC
- [ ] GUEST LIST

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement.   [x] NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION?
(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)   [x] NO [ ] YES

WILL A MOVIE BE SHOWN? [x] NO [ ] YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? [x] NO [ ] YES If yes, please explain _____

WILL FOOD BE SERVED AT THE EVENT? [ ] NO [x] YES

   IF YES, WHO WILL PROVIDE THE FOOD? [ ] UNIVERSITY CATERING [x] OTHER: Shakeys Pizza

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

WILL ALCOHOL BE PRESENT AT THE EVENT? [x] NO [ ] YES. **Please attach a completed request to serve alcoholic beverages.**
       (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? [x] NO [ ] YES   Initials _____
     If so, please affirm organization members and guests will not consume alcohol. _____   PLEASE LIST **2 TIPS and SVPT** TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? [x] NO [ ] YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? [x] NO [ ] YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED JAN 15 201?

Print Form   **Clear Form**

Date of Event: 3/14/20; 4/9/10; 4/23, 24; 4/31/511   Estimated Attendance: 100

Name of Event: ACM Workshops

Type of Event: Workshop   Location: Outside ET Building (near ET 245)

Sponsoring Organizati ████ Association for Computing Machinery

Authorized Representa ██████████   Pho ██████████   Fax: _____

Time:

    Sbarros: 5151 State University Dr

    Access Time: 3:00 pm a.m./p.m. to 5:00 pm a.m./p.m.

    Costco: 2207 W. Commonwealth

    Event Time: 3:00 pm a.m./p.m. to 5:00 pm a.m./p.m.

Type of Food Service:

[ ] Bake Sale [ ] Snacks [ ] Food Sale [ ] Catering

[ ] Barbecue [ ] Potluck [✓] Other (describe below)

> (Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: Workshop with food incentive

List all food and potentially hazardous food (*see* Temporary Food Facility Guidelines *for definition*) items to be sold/served (include ingredients), use back of page if necessary. Pizza

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Costco

List all beverages to be sold/served: water

Where will beverages be prepared or purchased? Costco

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____
Food will be transported prior to the event

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA 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: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.
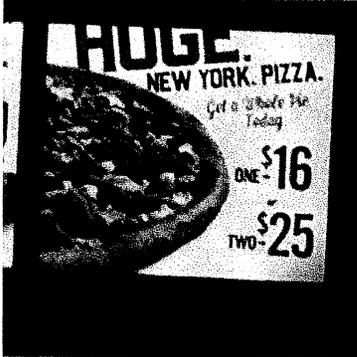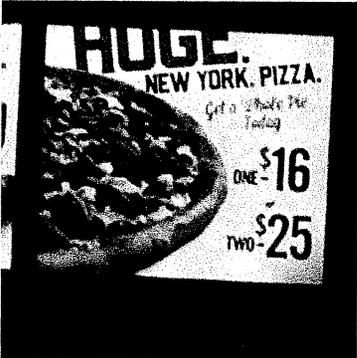
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

David San   David San

1. Signature of Sponsoring Organization Chairperson   Authorized Representative to be present at event

                                               1·28·19

2. Center for Student Involvement (UU 204) *(Student Organizations Only)*   Date

                                               1/28/19

3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*)   Date

19-063   1/28/2019

4. Environmental Health & Safety (*Corporate Yard Bldg. 244*)   Permit No.   Date

Revised 05/2012

Name	Place	Address	Cost	Amount	Taxes	Subtotal	Picture
4 Water Bottle Pack Meetings	Costco	2207 W COMMONWEALTH	$3.40	8	$9.60	$36.80	
Sbarros Pizza (x2)	Sbarros	5151 State University Dr	$25.00	9	$21.94	$246.94	
Sbarros Pizza (x1)	Sbarros	5151 State University Dr	$16.00	3	$4.68	$52.68	
					Total	$336.42	