ASSOCIATED STUDENTS, INC.

# FUNDING REQUEST FORM   2019-2020

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.

2. 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.

☑ EVENT FLYER WITH ASI LOGO ☑ CSI EVENT REGISTRATION FORM ☑ ESTIMATES/FOOD PERMITS ☑ EVENT ESTIMATES / INVOICES ☑ CLUB FUNDING ACCOUNT

PART 2 - CONTACT & ORGANIZATION
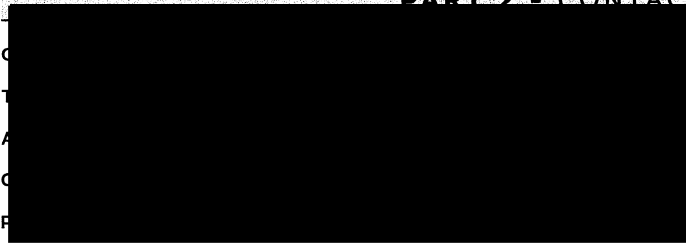
CLUB/ORG: Association for Computing Machinery

EVENT TITLE: ACM Workshops

DATE(S) OF EVENT: 10/29;11/5,12,19   **SEMESTER:** FALL

EVENT LOCATION: ET: C- 245 & KH: D- 4044

EXPECTED ATTENDANCE: 120

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 120

SIGNATURE: *Jeremy Trevat*

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?

BRIEFLY DESCRIBE THE EVENT:

It will be two workshops that will enhance members skills in Gaming Development and Web Application. Two key skills in the area of Computer Science.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It helps our members explore the different areas that Computer Science has to offer. It benefits the freshman's because they don't encounter these areas until their third or fourth year.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Pizza	$435.16
Water	$22.39

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT $457.55

TOTAL REQUESTED FROM ASI $457.55

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

FOR THE STUDENTS, BY THE STUDENTS   REV 8/20/19

ASI

Event Registration

ACM Workshops

[APPROVED]

Submitted By: ███████████████ on 9/8/2019 8:20:45 PM

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Event Name

ACM Workshops

Host Organization Name

What Organization/Department is hosting the event?
Association for Computing Machinery

About the event

Please describe what this event is about and include all intended activities that will take place.

These workshops will be held on Tuesdays, and our purpose is to provide project experience to all our members. So that they can add it onto their resume, and not only that. Also, to gain experience in either the field of Gaming Development or Web Application.

Estimated Attendance

120

Time & Location

Start Date/Time

10/29/2019 - 3:00 PM

End Date/Time

10/29/2019 - 5:40 PM

Where will the event take place?

On campus

Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
ET: C- 245 & KH: D- 4044

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 Phone Number

██████████

Organization Advisor Name

██████████

Organization Advisor Email Field
Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

████████████

Marketing
No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU____" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Website
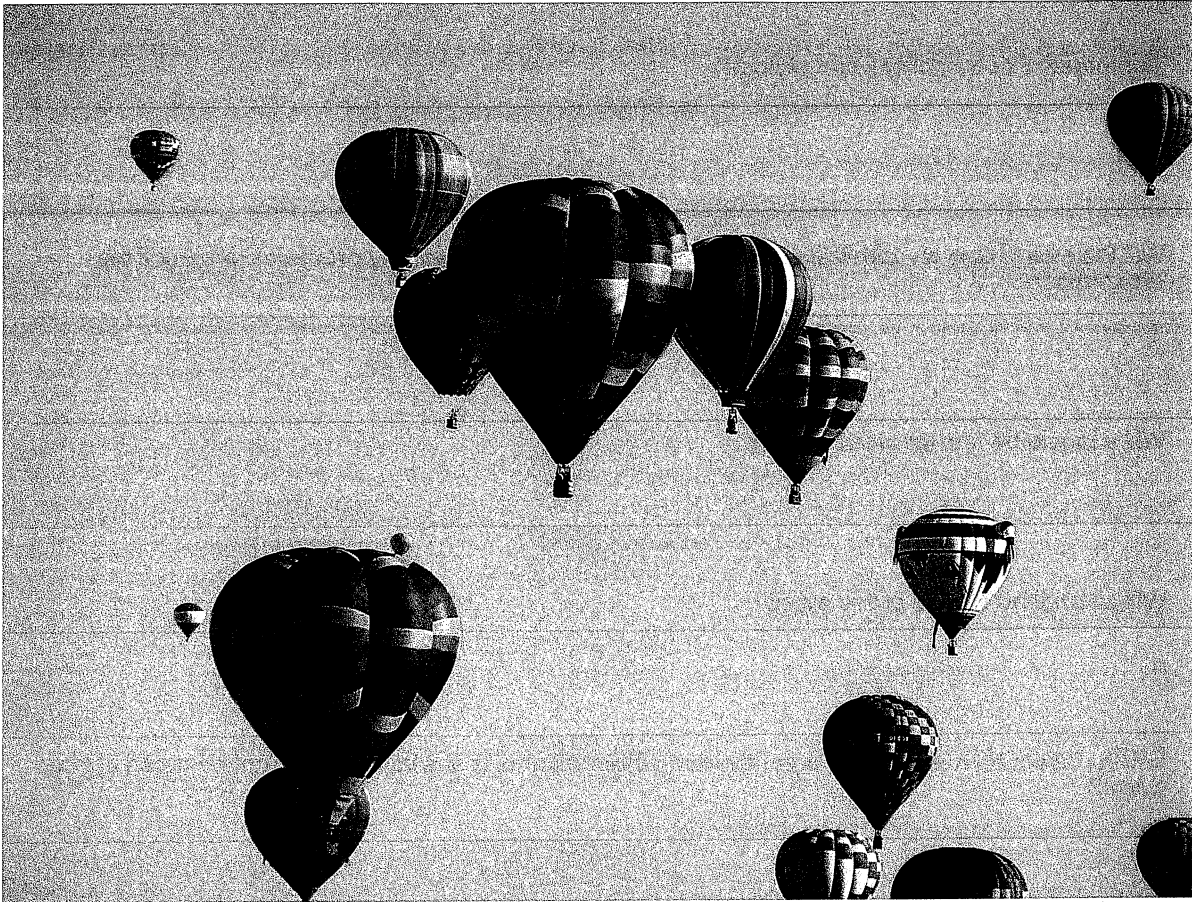
Event Details

Event Category
Please select any of the categories above that best describes your event. Note, organization meetings do not need to 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.
Not Applicable

Will the event have security?

No

Who will be providing the food?

Student Organization

Will food be served at the event?

Yes

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.

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.

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

Publicity: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU____" stamp must be clearly visible on the face of the posting.

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.

Student Organization Event Resources

Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit

- Request to Serve Alcoholic Beverages Form

- Amplified Sound Permit

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
- Filming Request Application

Options

Hidden From Non-Members

Hidden From Non-Members

CAL STATE LA TEMPORARY FOOD
FACILITY PERMIT

Temporary Food Permit and Food Handlers Certificates MUST be posted during the event.

Request for Authorization to Offer / Sell Potentially Hazardous Food

- To ensure that adequate measures are taken to prevent food borne illness, all Cal State LA Student Organization / Colleges and departments not licensed to sell food in Los Angeles County must complete Food Safety and Handling training and submit this Temporary Food Permit for Authorization.
- Vendors, Food trucks, Caterers must submit their Public Health Permit, LA County License to sell, Catering Permit and Insurance of liability along with this form.
- This form must be completed at least ten (10) business days prior to the event.
- Cal State LA Temporary Food Permit, Food Handlers Certificates and the LA County Food Permit MUST be visibly posted.
- For a description of what types of foods are considered potentially hazardous, please refer to the guidelines / links on the last page.
- Attach Food Handler Certificates to this form / permit.
- Permit must be signed by Sponsoring Organization Chairperson Representative, Center for Student Involvement, University Auxiliary Services prior to EH&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

Date of Event: **10/29, 11/5, 11/12, 11/19**   Estimated Attendance: **120**

Name of Event: **ACM Workshops**

Type of Event: **Workshop**   Location: **ET: C- 245 & KH: D- 4044**

Sponsoring Organization: **Association for Computing Machinery**

Authorized Representative: ███████████   Phone ███████████   Fax:

Time: **5:40**

Access Time: _____ 03:00 a.m./p.m. to _____ a.m./p.m.   **Sbarros: 5151 State University Dr. Los Angeles CA 90032**

Event Time: _____ 03:00 a.m./p.m. to _____ a.m./p.m.   **Costco: 2207 W Commonwealth Ave, Alhambra CA 91803**
    5:40

Type of Food Service:

- [ ] Snacks   [ ] Catering
- [ ] Food Sale   [✓] Other (describe below)

(Provide Caterer's / Market's / Restaurant's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.) For additional address you may add a page.

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~~ **Sbarros** / On campus / 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 complete online Food Handler Training prior to sell / offer food, agrees 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: (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 and EH&S.

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 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.
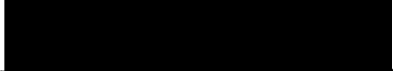
Student Organizations / Colleges

For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: https:ds.calstate.edusvc=skillsoftstudent&env=prod&org=calstatela. Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
███████████	_Geovanny Hurtto_
███████████	_Diego Flores_

All signatures shall be obtained in the following order. Student organizations need <u>all</u> signatures; other organizations **1, 3** and **4** only.

Geovanny Hurtto   ████████████████

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

(signature)   8/27/19

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

Amypuney   8/27/19

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

(signature)   19-471   8/29/19

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

Revised 07/2019

This is to certify that

███████████████████

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019

CERTIFICATE

OF COMPLETION
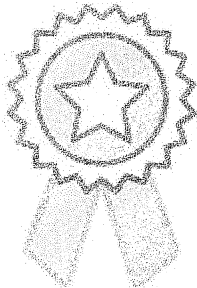
This is to certify that

███████████████

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019

skillsoft

Item	Unit Price	Quantity	Subtotal	Tax	Total
Pizza(Sbarros)	27 (2 Pizzas)	9	243	23.69	266.69
Pizza(Sbarros)	18 (1 Pizza)	3	54	5.27	59.27
Pizza(Costco)	9.95(1 Pizza)	10	99.5	9.7	109.2
Water	3.4	6	20.4	1.99	22.39
				Total	457.55

782.95
KIRKLAND SIGNATURE
PREMIUM DRINKING WATER
40 16.9 OZ

2.99

KIRKLAND
purified water
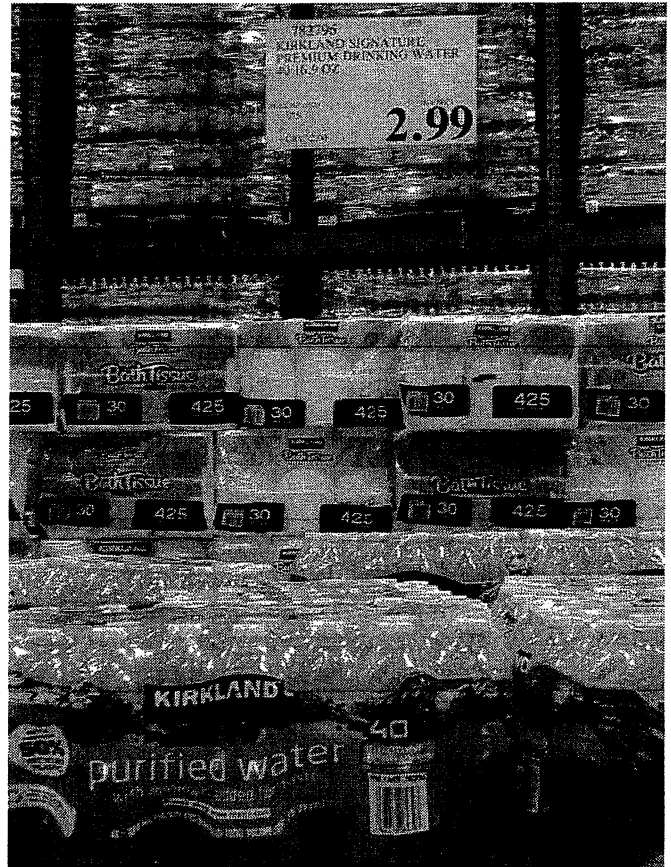
Grab a
WHOLE PIE today!
ONE $16   TWO $25

PASTA   BAKED ZITI $7.79
                     PREMIUM PASTA $8.69
SPAGHETTI w/ SAUCE $6.59
SPAGHETTI w/ MEATBALLS $7.69
SPAGHETTI w/ CHICKEN $8.69

PIZZA
COMBO, CHEESE OR PEPPERONI

SLICE	18" WHOLE
1.99	9.95

React Workshop

acm
CAL STATE LA

Create a Single -Page App with React. JS

general   Help us test please!

ACM Testing Room
treblegni@gmail.com

Channels

general

e...ascuammorp...@gmail.com 8/11/2019

ACCORD

Email

Password

LOGIN

Create Account
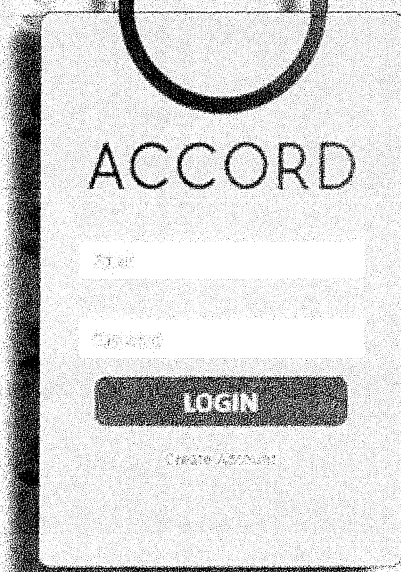
Message #general

When: Tuesday, October 29th & November 5th, November 12th, November 19th

Time: 3p.m. - 5:40p.m.

Location: King Hall, D-4044

Sign ups: Open on Tuesday, September 3rd, 2019

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