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

OFFIC ▮▮▮
TITLE ▮▮▮
ADDR ▮▮▮
CITY: ▮▮▮
PHON ▮▮▮
SIGNATURE: *(signature)*

CLUB/ORG: Association for Computing Machinery
EVENT TITLE: ACM Workshops
DATE(S) OF EVENT: 3/24,4/7,4/21,4/28   SEMESTER: SPRING
EVENT LOCATION: E&T: C-254 & FA-347
EXPECTED ATTENDANCE: 100
EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES

BRIEFLY DESCRIBE THE EVENT:

There are two projects. One is devoted towards a personal website, and the other is towards creating a video game from scratch.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

By the end of the workshops, the members will have project experience, in which they can add it to their resume's. This can potentially end the members with potential internships opportunities or a full-time job.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Pizza	$433.51
Water	$29.85

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT $463.36

TOTAL REQUESTED FROM ASI $463.36

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS K. O

TIME STAMP:

ASI

Event Registration

ACM Workshops

Submitted By: ████████████████████████ 1/30/2020 3:43:05 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

Host Organization Name

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

Event Name

ACM Workshops

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.
100

About the event

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

There's a Web Development projects, whose purpose is to create a personal website (a portfolio). Another is Space Invaders 2.0, whose purpose is to recreate/modify the japanese game "Space Invaders" into python. By the end of the workshops, the members will have project experience, in which they can add it to their resume's. This can potentially end the members with potential internships opportunities or a full-time job.

Time & Location

Start Date/Time

03/24/2020 - 3:00 PM

Where will the event take place?

On campus

On Campus Locations

Other (describe in address/location field)

Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.
E&T: C-254 & FA-347

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

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Website

Social Media Site

Facebook

Instagram

Social Media Handle

Acm Cal State LA, calstatela_acm

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
f0c71865-d7c7-40ad-aebe-8adc34a39bc2.pdf

Who is invited to this event?

Student organization members

Cal State LA Community

Website URL for marketing

Requires http:// or https://
https://acm-calstatela.com/

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

Cover Image

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

Who will be providing the food?

Student Organization

Will the event have security?

No

Will food be served at the event?

Yes

Temporary Food Facility Form Upload*

A completed 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.
.cef3e817-c66a-42e8-9c24-2deed455b75a.pdf

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: https://asicalstatela.org/services/clubs-and-organizations-funding
Yes

For more information on Club and Organization Funding please visit: https://asicalstatela.org/services/clubs-and-organizations-funding.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

Will a movie be shown at this event?

No

Will alcohol be served at this event?

Does your organization plan on serving alcohol at its event?
No

Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.
No

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH 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.

Signature Pad Field

Event Guidelines & Resources

Student Organization Event Guidellines

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

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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application

Options

Hidden From Non-Members

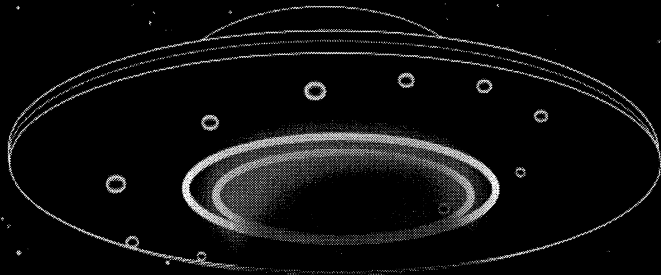## Members Only Check-in

Notes

Event Notes

Extra Dates:

4/7/20, 4/21/20, 4/28/20

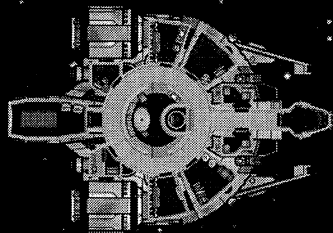| Item	Unit Price	Quantity	Subtotal	Tax	Total
Pizza(Sbarros)	27 (2 Pizzas)	9	243	23.69	266.69
Pizza(Sbarros)	17.50 (1 Pizza)	3	52.5	5.12	57.62
Pizza(Costco)	9.95(1 Pizza)	10	99.5	9.7	109.2
Water	$3.40	8	27.2	2.65	29.85
				Total	463.36

SPACE INVADERS 2.0

Dates
- Tuesday, March 24th
- Tuesday, April 7th
- Tuesday, April 21st
- Tuesday, April 28th

Project Sign Ups:

January 28th

Location: FA-347

Date of Projects: Tuesdays
Time of Projects: 3pm-4:20pm

acm
CAL STATE LA

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

PERSONAL WEBSITE

SHOW OFF YOUR SKILLS!

Dates
- Tuesday, March 24th
- Tuesday, April 7th
- Tuesday, April 21st
- Tuesday, April 28th

DEVELOP A WEBSITE!

Date To Sign Up
January 28th
(General Meeting)

Location
E&T: C-254

Date & Time for Projects
Tuesdays
3pm: - 4:20pm

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

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

ENTREE
SALAD $6.09

SIDES
SMALL SPAGHETTI $3.89
SMALL SALAD $3.49
BREADSTICKS (2) $2.69

DRINKS
FOUNTAIN / ICE
LEMONADE
BOTTLED WATER
BOTTLED BEVE

MAKE IT A
Add 1 side & 1 drink for

PIZZA
COMBO, CHEESE OR PEPPERONI

SLICE   18" WHOLE
1.99   9.95

CAL STATE LA TEMPORARY FOOD
FACILITY PERMIT

20-038

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: **3/24, 4/7, 4/21, 4/28**   Estimated Attendance: **100**

Name of Event: **ACM Workshops**

Type of Event: **Workshop**   Location: **E&T: C-254 & FA-347**

Sponsoring Organization: **Association for Computing Machinery**

Authorized Representativ ▮▮▮▮▮▮▮   Phone ▮▮▮▮▮▮▮   ax: _____

Time:

Access Time: _____ **03:00** a.m (p.m.) to **04:20** a.m (p.m.)

Event Time: _____ **03:00** a.m (p.m.) to **04:20** a.m (p.m.)

Sbarros: 5151 State University Dr, Los Angeles CA 90032

Costco: 2207 W Commonwealth Avenue, Alhambra CA 91803

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*]? **Sbarros from 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
███████████	*Keenery Hewett*
███████████	Diego Flores
███████████	
███████████	Cristian Consuala Valle

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

Keenery Hewett
1. Signature of Sponsoring Organization Chairperson

████████████████
Authorized Representative to be present at event

1/27/2020
Date

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

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

1/27/2020
Date

20-038
Permit No.

1-28-2020
Date

4. Environmental Health & Safety *(Corporate Yard Bldg. 244)*

Revised 07/2019

CERTIFICATE

OF COMPLETION

This is to certify that
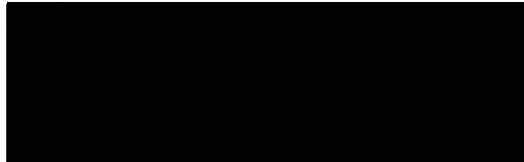
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Jan 19, 2020
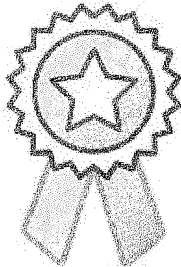
skillsoft
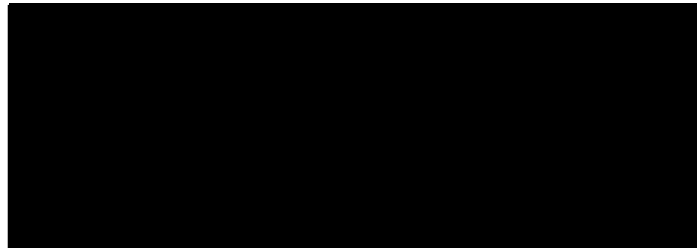
CERTIFICATE

OF COMPLETION

This is to certify that

▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇▇

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Jan 16, 2020
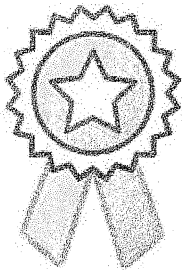
skillsoft

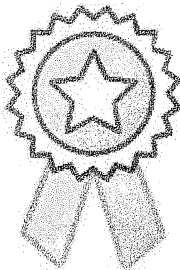# CERTIFICATE
OF COMPLETION

This is to certify that

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019

skillsoft

Print

CERTIFICATE
OF COMPLETION

This is to certify that
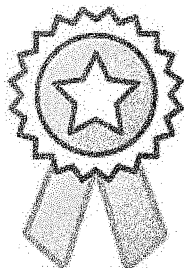
███████████████████

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019

skillsoft