

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

PART 2 - CONTACT & ORGANIZATION

OFFICE: TITLE: ADDRESS: CITY: PHONE: SIGNATURE: <u><i>[Signature]</i></u>	CLUB/ORG: Association for Computing Machinery EVENT TITLE: No Time to Die Movie Fundraiser DATE(S) OF EVENT: April 10 SEMESTER: SPRING <input checked="" type="checkbox"/> EVENT LOCATION: 1 E Main St, Alhambra, CA 91801 EXPECTED ATTENDANCE: 70 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 70
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PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:
 The Fundraiser will help raise funds for ACM projects as well as conferences that will benefit members of the club.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This will help enhance the Cal State LA experience by getting students the experience of networking with other classmates as well as make new connections.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Movie Tickets (70)	700.00	HONORARIA / CONTRACTS		
MARKETING			OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 700.00 TOTAL REQUESTED FROM ASI 700.00 AMOUNT FROM OTHER SOURCES WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	OFFICE USE ONLY STAFF INITIALS <i>K.O</i> TIME STAMP: 20190410 16:21:58:07
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Item	Unit Price	Quantity	Subtotal	Tax	Total
Tickets	10	70	700	0	700
			Total		700

Movie Tickets

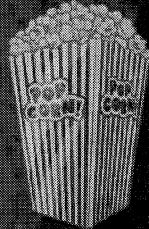


\$10

Each

acm
CAL STATE LA

**Movie
Fundraiser**



Time:

6:30—11:00

Location:

Regal Edwards
Alhambra Renaissance
& IMAX 1, E Main St,
Alhambra, CA 91801

Date:

Friday, April 10
2020

**NO
NAME
NO
DIE**

007



ASU

ASSOCIATED STUDENTS, INC.

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



Event Registration

Movie Fundraiser (No Time To Die)

[APPROVED]

Submitted By [REDACTED] on 1/29/2020 6:22:28 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

Movie Fundraiser (No Time To Die)

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.

70

About the event

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

The Fundraiser will help raise funds for ACM projects as well as conferences that will benefit members of the club. This will help enhance the Cal State LA experience by getting students the experience of networking with other classmates as well as make new connections.

Time & Location

Start Date/Time

04/10/2020 - 6:00 PM

End Date/Time

Where will the event take place?

Off campus

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.
1 E Main St, Alhambra, CA 91801

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 Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

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.

[REDACTED]

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

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.

37837114-d1c4-4dae-8874-79064421517a.png

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?

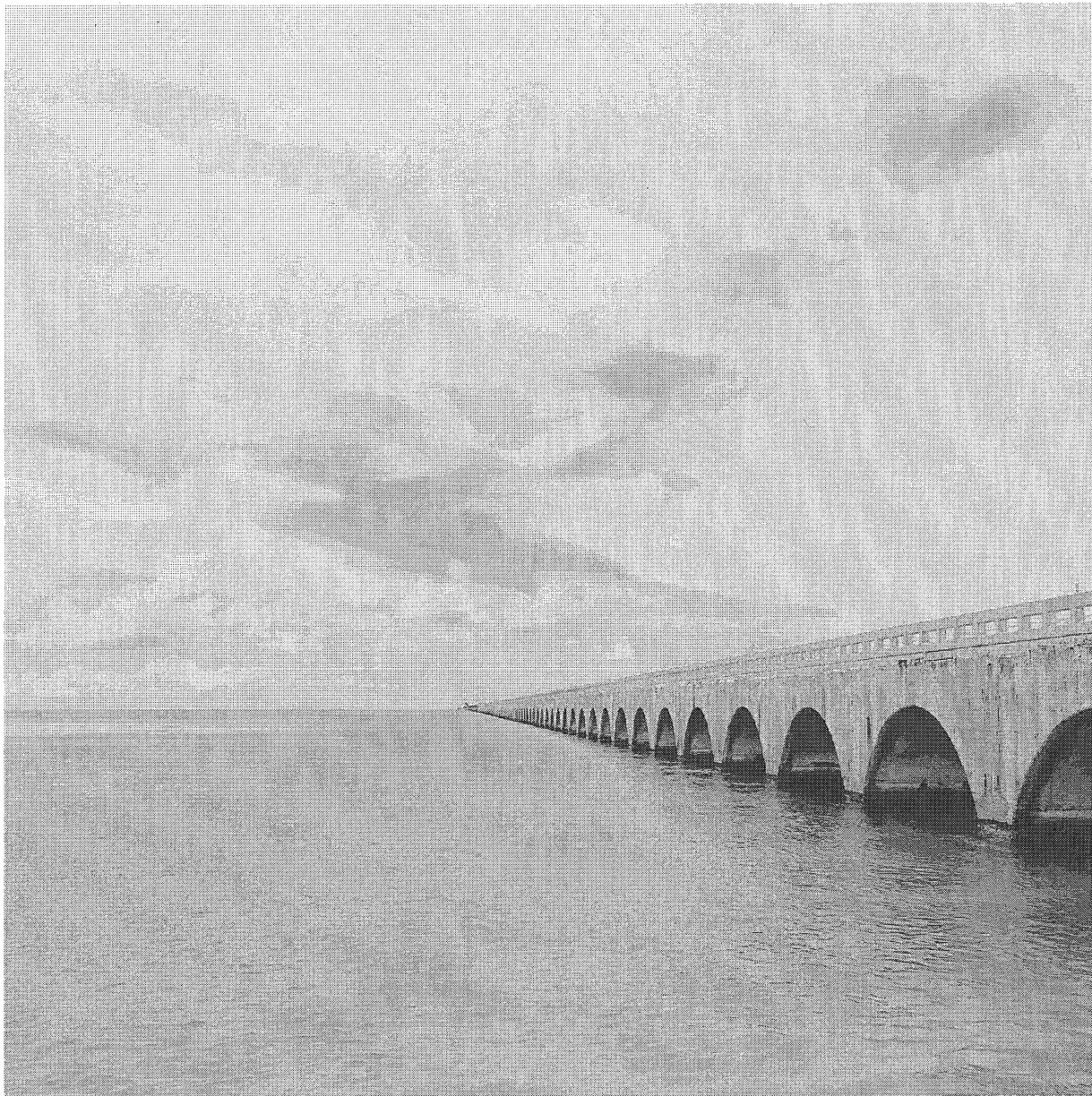
No

Tags

FUNDRAISING

Cover Image

Please select an image that corresponds to your event.



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

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

Will food be served at the event?

No

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

Yes

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.)

No

Will a movie be shown at this event?

Yes, we are attending a movie showing at a theater.

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?

Tickets will be sold for \$12

How does your organization meet the Student Organization Funds Administration Policy?

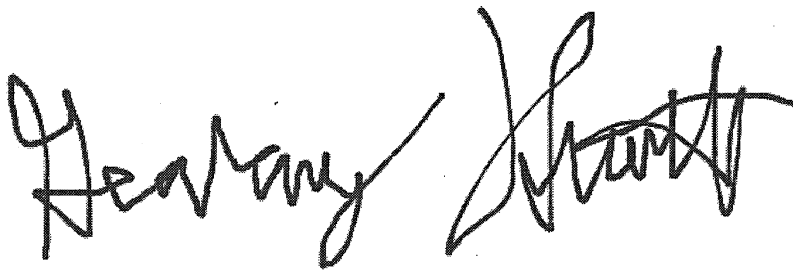
Subject to verification.

Approved Exempt Status

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

A handwritten signature in black ink, appearing to read "Heavony Hunt". The signature is written in a cursive, somewhat stylized font.

Event Guidelines & Resources

Student Organization Event Guidelines

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.