

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: [REDACTED] TITLE: [REDACTED] ADDRESS: [REDACTED] CITY: [REDACTED] PHONE: [REDACTED] SIGNATURE: <i>[Signature]</i>	CLUB/ORG: <u>Gravitas Animation Society</u> EVENT TITLE: <u>Animation Visiting Artist - Steven Silver</u> DATE(S) OF EVENT: <u>3/12/2020</u> SEMESTER: <u>SPRING</u> <input checked="" type="checkbox"/> EVENT LOCATION: <u>Boardroom 303, 303A (North and South)</u> EXPECTED ATTENDANCE: <u>35</u> EXPECTED CAL STATE LA STUDENTS ATTENDANCE: <u>35</u>
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PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:  
 Artist Steven Silver brings his knowledge of character design to Cal State LA as well as his knowledge on the animation field.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 Silver was a character designer for shows like "Kim Possible" and "Fairly odd Parents" and his visit will surely inspire the art community. Will also support the animation department with knowledge.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Presentation	150.00	HONORARIA / CONTRACTS		
MARKETING			OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT                      150.00

TOTAL REQUESTED FROM ASI                      150.00

AMOUNT FROM OTHER SOURCES                      \_\_\_\_\_

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 \_\_\_\_\_

**OFFICE USE ONLY**

STAFF INITIALS SR

TIME STAMP:  
 20 FEB 14 11:45:03





**UNIVERSITY  
STUDENT UNION**

Event Registration

**Animation Option Visiting Artist - Steven Silver**

Submitted By: [REDACTED] on 2/4/2020 9:37:18 PM

**[APPROVED]**

### 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?

Gravitas Animation Society

### Event Name

Animation Option Visiting Artist - Steven Silver

### 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.

35

### About the event

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

Visiting Artist Steven Silver visiting Cal State Los Angeles to lecture and present for art option animation majors about the animation industry. This event will be open to the public.

### Time & Location

#### Start Date/Time

03/12/2020 - 1:00 PM

## Where will the event take place?

On campus

## On Campus Locations

University-Student Union Building

## 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.

Boardroom 303, 303A (North and South)

## 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 that the 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

## How do you plan on marketing this event?

Social Media

### Social Media Site

Facebook

Instagram

Twitter

### Social Media Handle

@calstatelagravitas @csulagravitas

## Who is invited to this event?

Student organization members

Cal State LA Community

General Public

## Will off-campus media be notified about this event?

No

## Tags

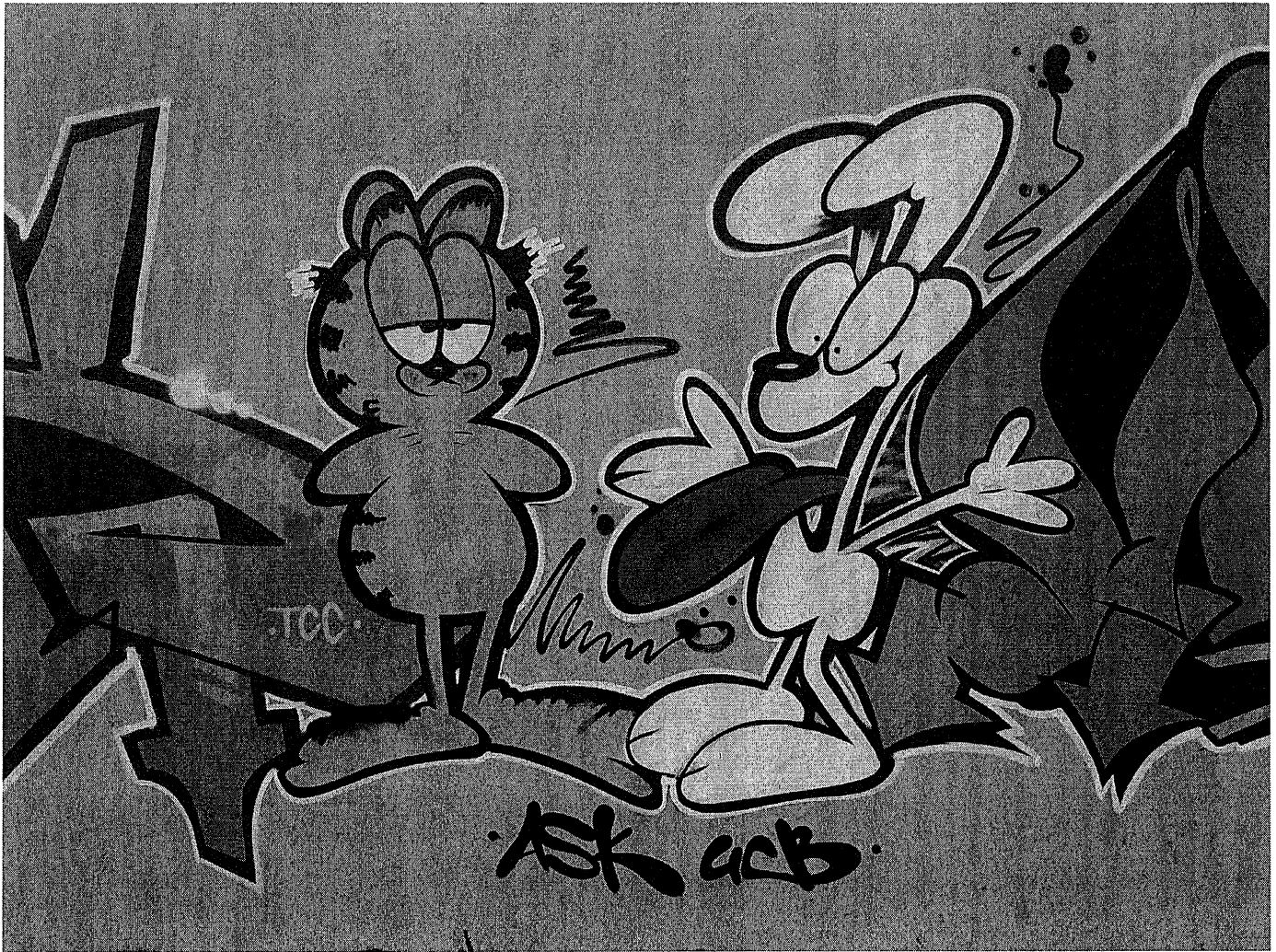
CAMPUS SPIRIT

EDUCATIONAL

SOCIAL

## 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.  
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

### Will food be served at the event?

No

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

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.)  
No

**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 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.

**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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
- Filming Request Application



**GRAVITAS**  
ANIMATION SOCIETY

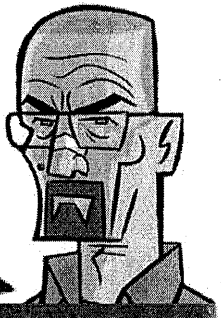
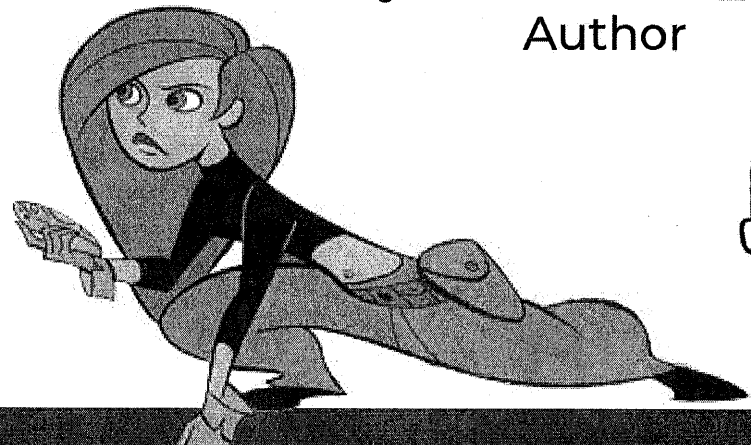
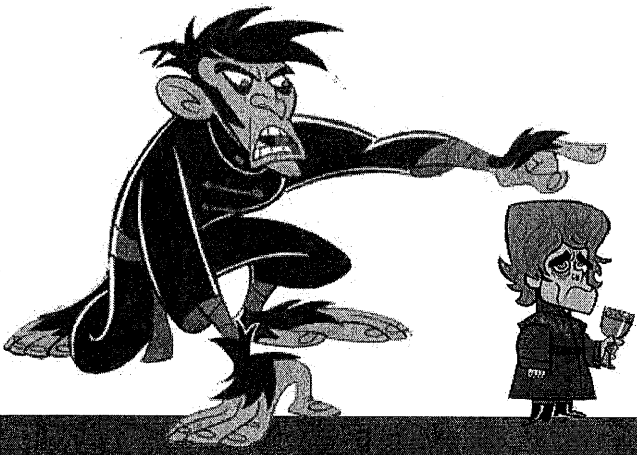
**PRESENTS**  
**ANIMATION OPTION**  
**VISITING ARTISTS**



**2020**

**WELCOMING**  
**STEPHEN SILVER**

Character Designer  
Storyboard Artist  
Author



**March 12, 1-3pm,**  
**University Student Union, Boardroom 303,**  
**303A**

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



**Fwd: Interested in having you Visit us again :)**

Gravitas Animation Society <calstatelagravitas@gmail.com>

Fri 2/14/2020 11:59 AM

To: ASI Administrative Assistant1 <asiaa1@calstatela.edu>

----- Forwarded message -----

From: **Gravitas Animation Society** <calstatelagravitas@gmail.com>

Date: Tue, Oct 15, 2019, 1:16 AM

Subject: Interested in having you Visit us again :)

To: <[REDACTED]>

Hi [REDACTED]

Thank you for visiting our campus, Cal State Los Angeles in the past. We love and appreciated your panel and are requesting if you may visit our students again!

We are currently looking for Visiting Artist for our next semester during most time slots from February 1st to April 20th; excluding State break days from March 30th - April 5th.

We normally reserve two hours: one hour for any set up and another hour for presentation and advice. We would love to hear your take in making and breaking into the animation industry and would love to hear about you and your experiences again.

The payment will be \$150.00 for the two hours and we will provide table, microphone and venue accommodations

This semester, we were able to give a club member, Alex Rostran a chance to visit LA Comic Con and he talked to you briefly after your Character Design panel. It seems like him, the new and old members would love to have you back! :) On behalf of Gravitas, we are asking if you can come in again.

Let us know if there are any questions. Hope to hear again from you soon!

Thank you,

[REDACTED]  
Gravitas Animation Treasurer