

FUNDING REQUEST FORM

2019-2020

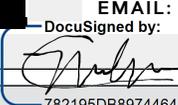
PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- 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

OFFICER NAME: [REDACTED]
 TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: 

CLUB/ORG: Association for Computing Machinery
 EVENT TITLE: GMiS conference
 DATE(S) OF EVENT: 10/5-10/9 SEMESTER: FALL
 EVENT LOCATION: virtually through GMiS
 EXPECTED ATTENDANCE: 13
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 13

DocuSigned by:
782195DB8974464...

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Many students cannot afford or do not know about opportunities provided by conferences like GMiS, so ACM will promote this event for students to learn about and will offer to pay for 13 students' registration fee.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Giving students access to these resources will better their time as an undergraduate student because it will give them new experiences, knowledge, and the opportunity to find internships and jobs.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,625.00
 TOTAL REQUESTED FROM ASI \$1,600.00
 AMOUNT FROM OTHER SOURCES \$0.00
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 none

OFFICE USE ONLY

STAFF INITIALS [REDACTED]
 TIME STAMP:





Event Registration

GMiS Conference

Submitted By: [REDACTED]

[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?
Association for Computing Machinery

Event Name

GMiS Conference

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.

13

About the event

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

Great Minds in STEM has a national conference to support the engagement and networking of over 3,000 STEM students and professionals. GMiS Conference attendees have the opportunity to connect with peers from across the country, learn about exceptional career opportunities, and have access to leadership and professional development content. Many students cannot afford or do not know about opportunities provided by conferences like GMiS, so ACM will promote this event for students to learn about and will offer to pay for 13 students' registration fee. Giving students access to these resources will better their time as an undergraduate student because it will give them new experiences, knowledge, and the opportunity to find internships and jobs.

Time & Location

Start Date/Time

10/05/2020 - 8:00 AM

End Date/Time

10/09/2020 - 8:00 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

Where will the event take place?

What online platform will this event use to host the event?

Other (please describe)

You've selected other. Please enter where you will be hosting this virtual event.

GMIS will provide their own sophisticated platform to host their career fair which will include face-to-face interaction via video.

Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

www.greatmindsinstem.org/conference/

Is a password required to gain access?

Yes

How can participants get access to the password?

By RSVP/Signing Up

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires http:// or https://

<http://www.greatmindsinstem.org/conference/conference-registration>

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. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

How do you plan on marketing this event?

Email

Website

Social Media

Social Media Site

Instagram

Social Media Handle

calstatela_acm

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.

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What other methods of marketing will your organization use?

n/a

Website URL for marketing

Requires http:// or https://

<https://acm-calstatela.com/>

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

LEADERSHIP DEVELOPMENT

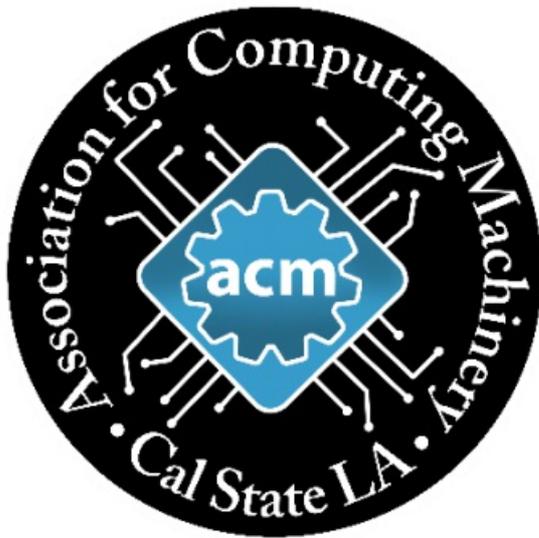
LECTURE/SPEAKER

VIRTUAL CONFERENCE/CONVENTION

WORKSHOP/SEMINAR

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. For Fall 2020 all of these event categories must be held virtually.

Conference/Convention

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?

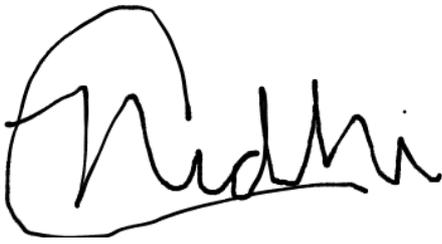
Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

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

Fall 2020 Event Registration Procedures

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](#).

In compliance with [University](#) and [local City and County of Los Angeles](#) guidelines, Cal State LA student organization events and meetings for Fall Semester 2020 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conference, conventions, and retreats

Student organizations are prohibited from holding in-person events, meetings, and activities either on or off campus. In addition, the following **in-person elements will not be approved** for student organization events and as such should be excluded from your planning processes:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol
- Activities that require general release waivers
- Benefits to proceeds/fundraising transactions conducted in person
- On-Campus space and room reservations

Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2020-2021 Academic Year to be reviewed for Fall 2021. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Prior to the start of the Spring 2021 semester, these procedures will be reviewed and updated in accordance with University and Los Angeles city and county of guidelines.

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](#).

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2020 and are provided for reference:

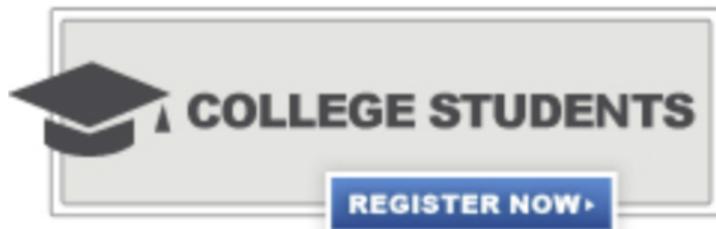
Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a [Request to](#)

Association for Computing Machinery

acm.calstatela@gmail.com

GMIS Conference Invoice

description	amount
Registration Fee (x13)	\$125.00 per student
Subtotal	\$1,625.00
Tax	\$0.00
Total	\$1,625.00



Registration Rates:

Student Registration - \$125

The Student All-Access Pass includes access to:

September 1-17

STEM Career Readiness Sessions

Pre-Conference Events (Sept 28 - Oct 2):

STEM Video Spotlights, Webinars, and Student Networking Mixers

Week of the Conference (Oct 5 -9)

Opening Plenary (Monday, Oct. 5)

Webinars, Hospitality Suites, and

Networking Mixers (Oct. 5-9)

Speed Networking Session (Tuesday, Oct. 6)

National Defense Awards (Wednesday, Oct. 7)

Two-Day Virtual Career Fair (Thursday, Oct. 8 & Friday, Oct. 9)

Collegiate Student Leadership Awards (Thursday, Oct. 8)

HENAAC Awards Show (Friday, Oct. 9)

GMS Conference



WHY ATTEND:

- A ONE- STOP SOURCE FOR CAREER AND PROFESSIONAL DEVELOPMENT TO GAIN ENTRY INTO THE TECHNICAL WORKFORCE
- A PLACE TO NETWORK AND INTERACT WITH HIGH- LEVEL STEM PROFESSIONALS
- THE CHANCE TO BUILD SELF- CONFIDENCE THROUGH TECHNICAL AND PROFESSIONAL DEVELOPMENT IN COMPETITIONS AND MENTORSHIP
- AN OPPORTUNITY TO EXPLORE INTERNSHIP, FULL- TIME EMPLOYMENT AND GRADUATE SCHOOLS
- THE VENUE TO ACCESS INFORMATION ON CUTTING- EDGE TECHNOLOGIES

- REGISTRATION: OPEN SINCE WEDNESDAY AUGUST 12TH
- REGISTRATION DEADLINE: WEDNESDAY SEPTEMBER 23RD
- STUDENT REGISTRATION FEES: \$125 (EARLY BIRD REGISTRATION. WILL INCREASE AS THE DEADLINE APPROACHES)

DATE:

MONDAY OCTOBER 5TH – FRIDAY
OCTOBER 9TH (ALL DAY /
MENTORSHIP CANCELLED)

Website: <http://www.greatmindsinstem.org/conference/>

ACM WILL BE FUNDING 13 PEOPLE
TO GO FOR FREE!



ASSOCIATED STUDENTS, INC.

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