

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

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

CLUB/ORG: Association for Computing Machinery

EVENT TITLE: SHPE Conference

DATE(S) OF EVENT: 10/26-10/31 SEMESTER: FALL

EVENT LOCATION: virtually through SHPE

EXPECTED ATTENDANCE: 7

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 7

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Registration as a collegiate member will provide students with access to all of SHPE's educational sessions, their general program, and their career fair (conference). Many students cannot afford or do not know about such opportunities, so ACM will promote this event for students to learn about and will offer to pay for 7 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: |
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| MARKETING | DESCRIPTION: | AMOUNT: | OTHER | DESCRIPTION: | AMOUNT: |
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PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,400.00
 TOTAL REQUESTED FROM ASI \$1,400.00
 AMOUNT FROM OTHER SOURCES \$0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

none

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

SHPE 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

SHPE 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.

7

About the event

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

SHPE 2020 National Conference is a virtual convention that provides access to the most gifted, technical talent in the country. Registration will provide students with access to all of SHPE's educational sessions, their general program, and their career fair. Many students cannot afford or do not know about such opportunities, so ACM will promote this event for students to learn about and will offer to pay for 7 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

10/26/2020 - 8:00 AM

End Date/Time

10/31/2020 - 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.

SHPE 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.shpe.org

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://>

<https://www.shpe.org/events/nc2020/register-shpe2020>

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.

[ac420011-d9d3-4e54-a88e-9a20a0baaf3f.png](#)

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

A handwritten signature in black ink, appearing to read "Midhi", is written on a signature pad.

Event Guidelines & Resources

Student Organization Event Guidellines

Association for Computing Machinery

acm.calstatela@gmail.com

SHPE National Conference Invoice

| description | amount |
|-----------------------|----------------------|
| Registration Fee (x7) | \$200.00 per student |
| Subtotal | \$1,400.00 |
| Tax | \$0.00 |
| Total | \$1,400.00 |

Collegiate Members**Undergraduate | Graduate | Advisor****Early Registration(Ends September 30th) | \$200****Late Registration (Oct 1-16) | \$285****Package includes:**

All Educational Sessions

General Program

Career Fair

**Bulk Registration**Please fill out [this form with your request](#)**Questions?**Email registration@shpe.org**Register Now**

SHPE Conference



WHY ATTEND:

- PROVIDES A PLATFORM WITH:
 - FACE- TO- FACE VIA VIDEO
 - ONE- ON- ONE INTERACTIONS
 - AND NETWORKING ALGORITHMS NOT AVAILABLE AT MANY OTHER CONVENTIONS
- FIVE DAYS OF INTERVIEWS INSTEAD OF 2 ½
- THOUSANDS OF INTERVIEWS AND DREAM JOBS OFFERED
- 11 DAYS OF CUTTING- EDGE CONTENT:
 - 200+ LIVE AND ON DEMAND SESSIONS
 - 10+ LIVE STREAMED EVENTS
 - 20+ HOSPITALITY SUITES
 - 5 COMPETITIONS WITH CASH PRIZES
 - AND MORE!

Website: <https://www.shpe.org/events/nc2020>

- REGISTRATION: OPEN
- REGISTRATION DEADLINE: FRIDAY
OCTOBER 16TH
- STUDENT REGISTRATION EARLY BIRD:
\$200 (DEADLINE IS WEDNESDAY
SEPTEMBER 30TH)
- STUDENT REGISTRATION LATE: \$285
(OCTOBER 1 – 16)

DATE:
MONDAY OCTOBER 26 – SATURDAY
OCTOBER 31ST (ALL DAY /
MENTORSHIP CANCELLED)

ACM WILL BE FUNDING 7 PEOPLE TO
GO FOR FREE!

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