

FUNDING REQUEST FORM

2020-2021


PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM
 EVENT ESTIMATES / INVOICES (NOT PAID)
 EVENT FLYER WITH ASI LOGO
 REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: signed by:
 SIGNATURE: 
37BE19E52F1B4C4...

CLUB/ORG:
 EVENT TITLE:
 DATE(S) OF EVENT: SEMESTER:
 EVENT LOCATION:
 TOTAL ATTENDANCE:
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

For this event, students will be speaking to recruiters and professionals in the industry so they can obtain internships and full-time jobs.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will allow students to gain experience talking to professionals in the field and help them obtain jobs and internships.

PART 4 - COST BREAKDOWN

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MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	<input type="text"/>	<input type="text"/>		<input type="text" value="Registration Fee (x26)"/>	<input type="text" value="\$1,950.00"/>
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PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT
 TOTAL REQUESTED FROM ASI
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

None

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:





SWE 2020 is a conference that will be taking place this November 2-13th, 2020. The purpose of the conference is to provide a network between engineers, engineering students and top companies. To do



this they create a conference full of events such as career fairs, network events, and learning workshops. Through these events underrepresented students get to have a direct connection with recruiters of fortune 500 companies. Interviews are held during this conference and many students get the opportunity to do internships or full time offers from these companies.

Companies now use online applications for their hiring process and according to Top Resume, 75% of those resumes get rejected because they don't make it through the "Bot" (online filtering process). Most of these resumes never make it to a manager so the chances of our students' getting hired if we leave them on their own is very slim. Conferences, on the other hand have a much higher rate of success in the hiring process. Last year 2019 CalStateLA SWE club sent out 35 students to the conference and 32 came back with internships or full time offers.

IEEE wants to do the same for the next group of students. We want to send 26 students to the conference to help increase their chances of success in their career. For this we will be training students to do well in these conferences by providing resume workshops, interview training, and project experience.

We need ASI financial help in order to accomplish our goal. Our students are underrepresented and low-income; without financial help they will not be able to attend this conference. One ticket for the conference costs \$75 and to send 26 students it will cost a total of \$1950. We are asking ASI to fund these students in order to give them an opportunity to work for these top companies.

Investing in our students does not just help them, but it fortifies the university name and their programs as successful because we not only provide an education, but we guarantee a career. IEEE needs your help to bridge that gap between our students and their success.

For students to be eligible to get rewarded with this sponsorship they will have to attend one IEEE general meeting prior to the conference, which take place every Wednesdays from 7:30-8:30 PM. Also, submit their info through a google forms document on a first come first serve basis; The first 26 students to submit the form will be granted with the sponsorship. The existence of the form will be announced in all our next general meetings and the time that it will become available for everyone at CSULA to submit.



Event Registration

SWE 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?

Institute of Electrical and Electronics Engineers

Event Name

SWE 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.

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About the event

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

SWE is having a virtual conference this year that will start On November 2 and end the 13. IEEE wants to sponsor 26 students to go this year with ASI funding resources and be able to obtain job offers, internships or any other form of networking. IEEE wants to request enough money for 26 people, the conference fee is \$75 per person. It will be open to all CSULA students on a first come first serve basis. It will be shared using our different social media and other forms of online communications to inform all clubs and students.

Time & Location

Start Date/Time

11/02/2020 - 9:00 AM

End Date/Time

11/13/2020 - 9:00 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.

WE20 Virtual Conference platform with live Q&A

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.)

<https://we20.swe.org/about/registration-information/>

Is a password required to gain access?

No

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By invitation only

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

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. 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?

Social Media

Social Media Site

Instagram

Social Media Handle

ieee_calstatela

Printed Media Upload*

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

[6ec86ba3-fe19-4775-93f2-45b95a095bdd.pdf](#)

What other methods of marketing will your organization use?

GroupMe

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

LEADERSHIP DEVELOPMENT

VIRTUAL CONFERENCE/CONVENTION

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

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

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?

In order to attend, students need to be SWE members and the membership price is \$20 per person, the membership is for a year. The conference admission ticket is \$75, which is the amount that will be requested from ASI for 26 students in total. IEEE, will not be charging any extra fees at all. This conference is for the benefit of our members, to gain experience and being able to obtain an internship or full time job.

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 be a stylized name, possibly 'SWE', written across a white 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 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 are applicable for in-person events only and will not be approved for Fall 2020. They are provided for reference. Prior to the start of Spring 2021 updates to student organization event guidelines will be announced.

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](#)

Institute of Electrical and Electronics Engineers

ieee.csula@gmail.com

SWE 2020 Virtual Conference Invoice

Description	Amount
Registration Fee (x26)	\$75.00 per student
Subtotal	\$1,950.00
Tax	\$0.00
Total	\$1,950.00

COLLEGIATE: Full Conference Registration – SWE Member Options

Daily and Full Conference Registration – Collegiate Options	WE20 Price – Early: On or before 10/2/2020	WE20 Price – Late: On or after 10/2/2020
Collegiate SWE Member	\$75	\$100
Collegiate Non-Members*	\$125	\$150

*Non-member prices include a FY21 SWE Membership (7/1/2020 – 6/30/2021) and the attendee will be considered a member at WE20. All membership purchases are non-refundable with no exceptions. Memberships purchased through registration will be processed within 60 days of WE20's conclusion.

ATTN: Global SWE Members: If you are experiencing issues while registering, please contact membership@swe.org.



IEEE



IEEE WOULD LIKE TO
SPONSOR CSULA
STUDENTS TO ATTEND:

2020 SWE VIRTUAL ANNUAL CONFERENCE

NOVEMBER 2-13, 2020

EARLY REGISTRATION FEE:
\$75

LATE REGISTRATION FEE:
\$100

EARLY REGISTRATION END
DATE: 10/2/2020

LATE REGISTRATION END
DATE: 10/31/2020

REGISTER AT:
[HTTP://WE20.SWE.ORG](http://we20.swe.org)



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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.