FUNDING REQUEST FORM 2020-2021 PART 1 - NOTICE & CHECKLIST 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. ne for Request for Payment or Purchase Order (RPP) is 15 days after the event. EQUIRED SUPPORTING MATERIAL VEVENT FLYER WITH ASI LOGO ✓ CSI EVENT REGISTRATION FORM ✓ EVENT ESTIMATES / INVOICES (NOT PAID) PART 2 - CONTACT & ORGANIZATION CLUB/ORG: Professionals In Human Resources Association OFFICER NAME: EVENT TITLE: HR Certifications OFFICER TITLE: DATE(S) OF EVENT: 09/30/2020 ADDRESS: SEMESTER: FALL EVENT LOCATION: ZOOM CITY: TOTAL ATTENDANCE: 50 PHONE: Emma Vurdien EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50 SIGNATURE PART 3 - EVENT DESCRIPTION IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? VES NO HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? BRIEFLY DESCRIBE THE EVENT: Students will be informed on the different HR Professional speakers who specialize in HR Certification certification so they can make better decision. will be speaking to CSULA students on how to pick the correct HR certification. PART 4 - COST BREAKDOWN DESCRIPTION: DESCRIPTION: AMOUNT: AMOUNT: HONORARIA / CONTRACTS 2 awards for our speakers. \$151.48 HOSPITALITY DESCRIPTION AMOUNT: DESCRIPTION: AMOUNT: MARKETING PART 5 - EVENT SUMMARY OFFICE USE ONLY \$151.48 TOTAL COST OF THE EVENT STAFF INITIALS \$151.48 TOTAL REQUESTED FROM ASI AMOUNT FROM OTHER SOURCES TIME STAMP: WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:





Event Registration

HR Certifications



Revised By:

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?

Professionals In Human Resources Association (PIHRA)

Event Name

HR Certifications

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.

Speaker: Thela Thatch
Topic: HR certification

Thela will be discussing the different types of HR certifications.

Time & Location

Start Date/Time

09/30/2020 - 1:30 PM

End Date/Time

09/30/2020 - 3:00 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? Zoom

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://forms.gle/2SpUKUi8SXCeYi786

Is a password required to gain access?

No

RSVP Link

Requires http:// or https:// https://forms.gle/2SpUKUi8SXCeYi786

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

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.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

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

@csula_pihra

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review. cedc9887-92fc-471b-954b-bd9e0d48d497.pdf

What other methods of marketing will your organization use?

N/A

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

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.

Educational Workshop/Program

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 Guidellines

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 <u>are required to be held in virtual format only</u>. 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 2021updates 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.

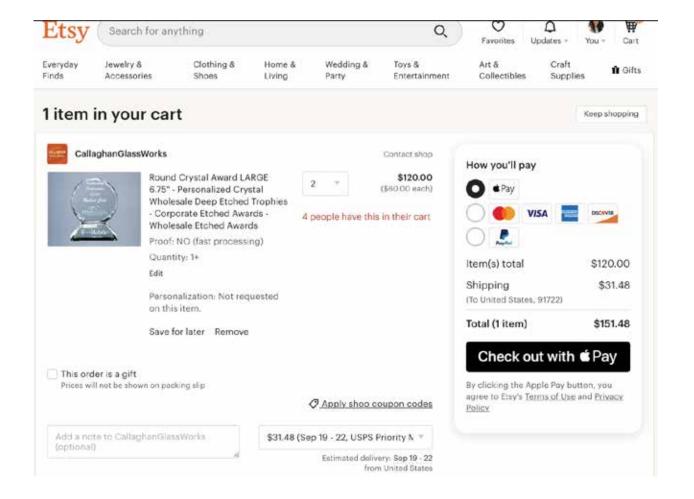
- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

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

INVOICE



Flyer Design

1ST Flyer



2ND Flyer

Program Details



- 1. Trends in HR September 16
- 2. HR Certifications September 30th
- 3. Leadership Traits Analysis October 7th
- 4. Negotiation Techniques October 21st
- 5. Resume Building for Al November 4th

Social Events



Movie Night Saturday, September 19th

Roblox Theme Park Saturday, October 17th

Jeopardy
Saturday, November 21st

Off Campus Speakers Awards (Two Designs)



Sweatshop Free Confirmation



Round Crystal Trophy 5.75" - Crystal Wholesale Deep Etched Trophies - Corporate Etched Award...

Hello,

Thank you for your interest in my storefront! It would be my pleasure to assist you with this project.

The artwork would be free with the purchase of the awards. I would highly recommend upgrading to the 6 3/4" size to sufficiently display this amount of artwork. Here's the link the recommended award:

https://www.etsy.com/listing/ 766318485/round-crystal-awardlarge-675? ref=shop home active 34

I'll be glad to answer any questions you may have and assist you moving forward.

Best, Chris Callaghan Callaghan Glassworks



Write a message







.



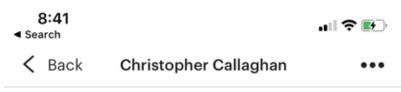
Cart

Home

Favorites

Updates

Vai



Round Crystal Trophy 5.75" - Crystal Wholesale Deep Etched Trophies - Corporate Etched Award...

Hey Chris,

Thank you for getting back to me and the recommendation.

We have to submit this design to our campus, inorder to process the order we have to get a confirmation from you that you are Sweatshop free. Can you please confirm?

Tue, Sep 1, 3:44 PM

Hey!

Of course, it's my pleasure.

We are a proud family owned business and the farthest thing from a sweatshop. Each step of the customer service, production, packaging, and shipping is done by a member of the Callaghan family.



Best, Chris Callaghan

Write a message













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