

# 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: [REDACTED]

OFFICER TITLE: [REDACTED]

ADDRESS: [REDACTED]

CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]

PHONE: [REDACTED] EMAIL: [REDACTED]

SIGNATURE: *Yeyuan Huang*

CLUB/ORG: School Psychology Student Association

EVENT TITLE: California Association of School Psychologists

DATE(S) OF EVENT: 11/2/2020 to 12/31 SEMESTER: FALL

EVENT LOCATION: Virtual Platform

TOTAL ATTENDANCE: 500

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

D8BC5B3F674C44A...

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The conference is held annually where all the School Psychologists and graduate students in California come together to review information and research. It involves workshops, mini-skills and network.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will allow graduate students from the School Psychology program at CSULA to further their knowledge and network. The knowledge that we gain from the conference will be shared with the community of CSULA.

## PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Conference Registration Fee (x 15)	\$748.95

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$748.95

TOTAL REQUESTED FROM ASI \$748.95

AMOUNT FROM OTHER SOURCES [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:

[REDACTED]





Event Registration

## California Association of School Psychologists Conference

**[APPROVED]**

on 9/18/2020 7:23:22 PM - Version 2

### 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?

School Psychology Student Association

### Event Name

California Association of School Psychologists 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.

15

### About the event

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

The California Association of School Psychologists Conference is held annually where all the School Psychologists and graduate students in California gather together to review information and research regarding the field. This year the conference is completely virtual and will be live on November 2, 4, 9 and 12. Every session will be recorded, and recordings will be available about 24 hours after the session ends. We will have until December 31 to watch all the sessions. The conference involves workshops, mini-skills and presentations. This allows the graduate students from the School Psychology program at CSULA to further their knowledge on the field and network. The knowledge we gain from the conference will be brought back to the community of Cal State Los Angeles where we will hold a virtual roundtable discussion to share all information gathered from the conference to all individuals who were unable to attend.

## Time & Location

### Start Date/Time

11/01/2020 - 8:30 AM

### End Date/Time

12/31/2020 - 7:30 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.

Platform that the conference is using for virtual sessions

### 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://pheedloop.com/caspcon2020/site/home/>

### 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.

██████████

### 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?

We do not plan on marketing this event to anyone outside of the organization.

### Printed Media Upload\*

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

[3a1c8981-107c-4899-bc9f-520f619d53b3.jpg](#)

### Who is invited to this event?

Student organization members

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

No

## Tags

## 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**

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?

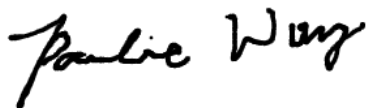
Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

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

California Association of School Psychologists Conference



# CASP CON 2020

## Virtual Convention

**NOVEMBER 2, 4, 10, 12**

How School Psychologists can bring out the best in every student

Professional Development

Trending information

Hiring opportunities

Networking opportunities

Access to various seminars

Convenience at home





(/caspcn2020/site/)



**Registrant:** [REDACTED]  
Select your tickets below to complete your registration.

**Student Admission**  VIRTUAL ACCESS

49.00 USD  15

JULY 22, 2020 - NOVEMBER 12, 2020

Unlock your all-access pass to the convention for only \$49! Enjoy unlimited access to over 42 Workshops, 35 Mini-skills, 29 Papers, & 18 Posters, exhibit hall, and networking spaces and events for the entire convention length (60 days).

**Ticket Owner Details**

[REDACTED]

[REDACTED]

[REDACTED]

CSULA

Ms.

**Ticket Owner Details**





(/caspcn2020/site/)

Last name

Email address

Organization

Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title



(/caspcn2020/site/)  
Ticket Owner Details

**Ticket Owner Details**

**Ticket Owner Details**



Organization

(/caspcn2020/site/)  
Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title

### Ticket Owner Details

First name



name

(/cascon2020/site/)

Email address

Organization

Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title

### Ticket Owner Details

First name

Last name

Email address

Organization

Title

### Ticket Owner Details



(/cascon2020/site/)

Last name
Email address
Organization
Title

### Ticket Owner Details

First name
Last name
Email address
Organization
Title

### Ticket Owner Details

First name
Last name
Email address
Organization
Title



(/caspcon2020/site/)

Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Student Admission	49.00
Transaction Fees (1.9%)	13.96
<b>Total (USD)</b>	<b>748.96</b>

Card Payment



**Cardholder Name**

**Card Number**

**Security Code**

**Exp. Month**

**Site Map**

Home (/caspcon2020/site/home/)

**Exp. Year**

Schedule (/caspcon2020/site/schedule/)

**YY**

Speakers (/caspcon2020/site/speakers/)

Sessions (/caspcon2020/site/sessions/)

**Zip/Postal Code**

Exhibitors (/caspcon2020/site/exhibitors/)

Sponsors (/caspcon2020/site/sponsors/)

Secured by Stripe Inc. Learn more (<https://stripe.com/guides/pci-compliance>)  
Purchase Orders (<https://event.casponline.org/doc/CASP%20Con%202020%20PO.pdf>)