

FUNDING REQUEST FORM

2020-2021

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: *[Signature]*

CLUB/ORG: Society of Woman Engineers
 EVENT TITLE: WE 20
 DATE(S) OF EVENT: Nov 02- Nov 13 SEMESTER: FALL
 EVENT LOCATION: Online
 TOTAL ATTENDANCE: 1500
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Live Sessions: Sessions are scheduled and conducted on the WE20 Virtual Conference platform with live Q&A.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event provides Cal State LA students the opportunity to get an internship, exposing them to a professional environment.

PART 4 - COST BREAKDOWN

| HOSPITALITY | DESCRIPTION: | AMOUNT: |
|-------------|--------------|---------|
| | | |
| | | |
| | | |
| | | |

| HONORARIA / CONTRACTS | DESCRIPTION: | AMOUNT: |
|-----------------------|--------------------|---------|
| | WE 20 ticket (x15) | \$1125 |
| | | |
| | | |
| | | |

| MARKETING | DESCRIPTION: | AMOUNT: |
|-----------|--------------|---------|
| | | |
| | | |
| | | |
| | | |

| OTHER | DESCRIPTION: | AMOUNT: |
|-------|--------------|---------|
| | | |
| | | |
| | | |
| | | |

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1125
 TOTAL REQUESTED FROM ASI \$1125
 AMOUNT FROM OTHER SOURCES \$0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]
 TIME STAMP: [REDACTED]





Event Registration

WE 20 National SWE Conference

[APPROVED]

Submitted By: [REDACTED] on 9/28/2020 10:18:00 AM

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?
Society of Women Engineers

Event Name

WE 20 National 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.

35

About the event

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

The WE20 Virtual Conference includes 3 new session formats.

1. **Live Sessions:** Sessions are scheduled and conducted on the WE20 Virtual Conference platform with live Q&A
2. **Semi-Live Sessions:** Semi-live sessions, tech talks, and information sessions are pre-recorded sessions that are released on a specific day and time with live chat available
3. **On-Demand Sessions:** On-demand sessions are pre-recorded sessions available to play within the WE20 Virtual Conference platform without chat. On-Demand sessions are added to the conference daily!
4. **Other Formats:** Special Events, On-Demand Yoga, and On-Demand and Live Meditation Lounge

Time & Location

Start Date/Time

11/02/2020 - 6:11 PM

End Date/Time

11/13/2020 - 6:12 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://we20.swe.org/>

Is a password required to gain access?

No

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By email

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

██████████

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?

Email

Printed Media Upload*

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

[b6de679d-2c16-4ad7-a967-0894fcbb7ae1.jpg](#)

Who is invited to this event?

Cal State LA Community

General Public

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

Cover Image

Please select an image that corresponds to your event.

PRACTICE
Curiosity



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

Will a movie be shown at this event?

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?

There will a registration fee for the conference. 100% of it will be for our general members to help fund their tickets and give them the opportunity to network, learn, explore their interests as well as receiving offers of full time jobs, part time jobs and internships.

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 that reads "Sofia Garcia". The signature is written in a cursive style with a large initial 'S' and 'G'.

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:

SOCIETY OF WOMEN ENGINEERS

swecsula@gmail.com

WE 20 Conference/Convention Invoice

| Description | Amount |
|------------------|-------------------|
| Registration Fee | \$75 X 15= \$1125 |
| Sub-Total | \$1125 |
| Tax | \$0 |
| Total | \$1125 |

COLLEGIATE: Full Conference Registration - SWE Member Options

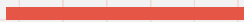
| | |
|--|-------------------------|
| Daily and Full Conference Registration - Collegiate Options | Collegiate SWE Member |
| WE20 Price | \$75 |
| Daily and Full Conference Registration - Collegiate Options | Collegiate Non-Members* |
| WE20 Price | \$125 |

[Register Now](#)

PRESENTED BY: SWE CSULA

WE 20 NATIONAL CONVENTION

*Network with professional, learn at
workshops, earn opportunities for research,
jobs, internships and so much more!*



JOIN US
NOV 5-7 | NOV 5-13
WE20.SWE.ORG

We encourage everyone to attend! We are sponsoring a select number of members to attend, free of charge! Email swecsula@gmail.com to learn more.



Society of Women Engineers
California State University, Los Angeles