

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: *David [REDACTED]*
7380971123F640C

CLUB/ORG: Tespa @ Cal State LA
 EVENT TITLE: Among Us Game Night
 DATE(S) OF EVENT: 10/31/2020 SEMESTER: FALL
 EVENT LOCATION: <https://discord.com/invite/tespaatcsula>
 TOTAL ATTENDANCE: 30
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 The event is to provide engagement to Cal State LA students with games like Among Us so that they have a chance to unwind and relax.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This will allow students to unwind and relax and have them participate in giveaways to keep them motivated.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
		Steam Gift Cards

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 300.00
 TOTAL REQUESTED FROM ASI: 300.00
 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

Among Us Game Night

Revised 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?

Tespa @ Cal State LA

Event Name

Among Us Game Night

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.

The event is to provide engagement to Cal State LA students with games like Among Us so that they have a chance to unwind and relax.

Time & Location

Start Date/Time

10/31/2020 - 7:00 PM

End Date/Time

10/31/2020 - 10:00 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.

Discord

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.)

discord.gg/tespaatcsula

Is a password required to gain access?

No

Do participants need to RSVP?

No

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?

Social Media

Social Media Site

Facebook

Social Media Handle

<https://www.facebook.com/groups/tespaatcsula>

Printed Media Upload*

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

[42295fac-4da7-4680-ada5-29237b360f71.png](#)

What other methods of marketing will your organization use?

Discord

Who is invited to this event?

Student organization members

Cal State LA Community

General Public

Will off-campus media be notified about this event?

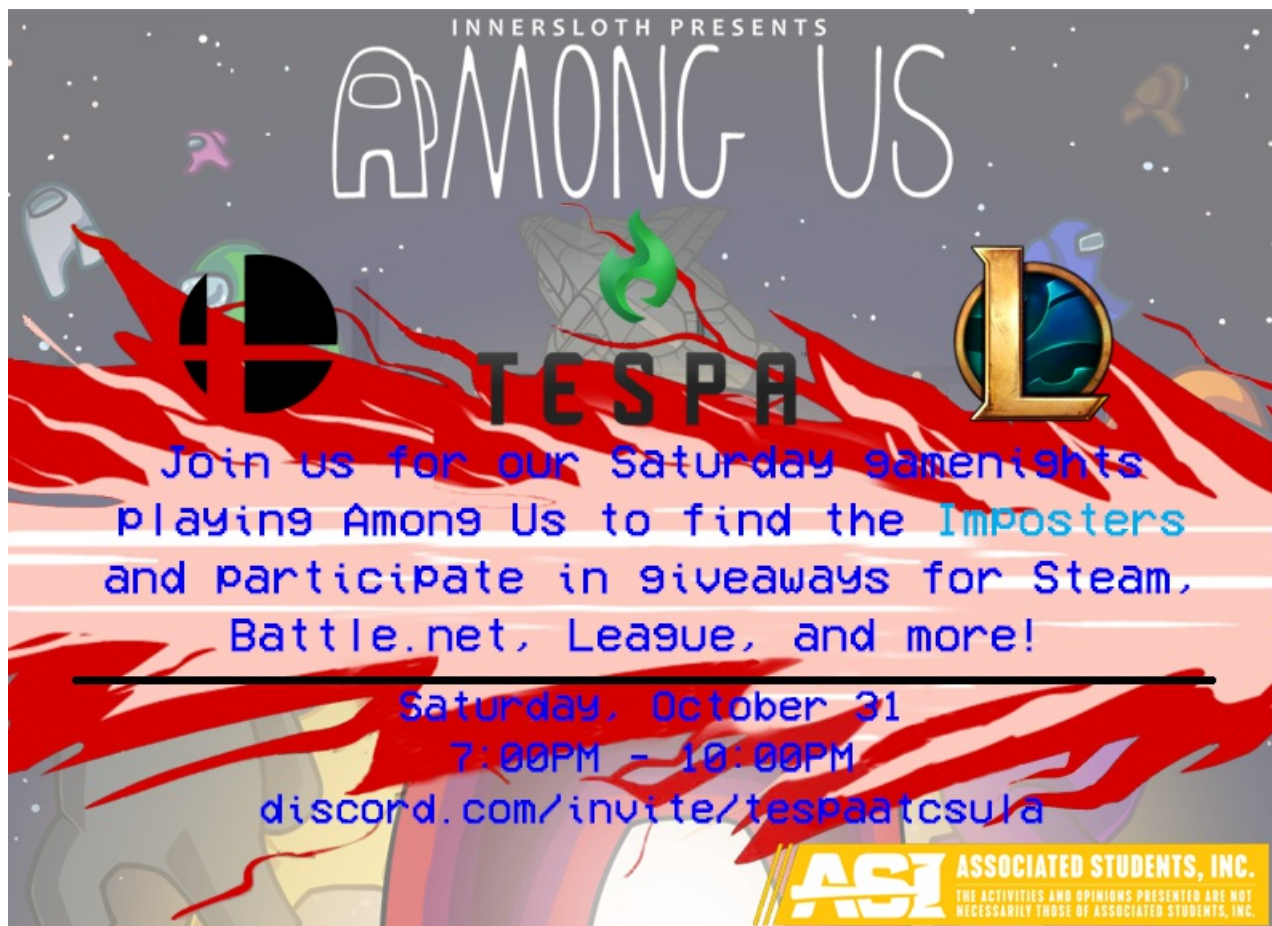
No

Tags

SOCIAL

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.

Social 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

Will a movie be shown at this event?

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 "Alexis", written on a signature pad.

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:

Image	Item Name	Cost	Quantity	Total Cost
 <p>The image shows a Steam \$10 Gift Card. It features the Steam logo (a white circle with a gear) in the center, the word "STEAM" in large white letters below it, and a red banner in the top right corner with "\$10" in white. The background is dark blue with various game covers like "Among Us" and "Garry's Mod". At the bottom left, it says "Select \$10 Gift Card".</p>	Steam \$10 Gift Card	\$10.00	30	\$300.00

INNERSLOTH PRESENTS

AMONG US



TESPA



Join us for our Saturday gamenights
playing Among Us to find the Imposters
and participate in giveaways for Steam,
Battle.net, League, and more!

Saturday, October 31

7:00PM - 10:00PM

discord.com/invite/tespaatcsula



ASSOCIATED STUDENTS, INC.

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