

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:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: by: EMAIL:
 SIGNATURE: 

CLUB/ORG: Association for Computing Machinery
 EVENT TITLE: Game night
 DATE(S) OF EVENT: 4/9 SEMESTER: SPRING
 EVENT LOCATION: Discord
 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:
 ACM will host a game night in a casual style and host an assortment of games. We will reward 3 random people attending the event with a \$10 gift card

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event will give students the chance to destress and spend time with others so they can feel relaxed and refresh before continuing with their academic work.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	3 Amazon gift cards of value \$10 each	\$30

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

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:
 n/a

OFFICE USE ONLY

STAFF INITIALS
 TIME STAMP:





Event Registration

Game Night

[APPROVED]

2:19:15 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?
Association for Computing Machinery

Event Name

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.

30

About the event

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

ACM will host a game night on their discord server. Students will come together to play games like Among Us, SpyFall, and skribbl.io. This event will give students the chance to destress and spend time with others so they can feel relaxed and refresh before continuing with their academic work.

Time & Location

Start Date/Time

04/09/2021 - 6:00 PM

End Date/Time

04/09/2021 - 8:00 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.

ACM's Discord Server

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://discord.com/invite/wX58JRv>

Is a password required to gain access?

No

RSVP Link

Requires http:// or https://

<https://forms.gle/voZeYURyvFrBUAvb9>

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.

[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?

Website

Social Media

Social Media Site

Instagram

Social Media Handle

calstatela_acm

Printed Media Upload*

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

[b2fb9841-04ba-480f-855d-20937f53153b.png](#)

What other methods of marketing will your organization use?

n/a

Website URL for marketing

Requires http:// or https://

<https://acm-calstatela.com>

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

RECREATION

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.

Recreational Program

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 "M. K. H.", written on a white 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

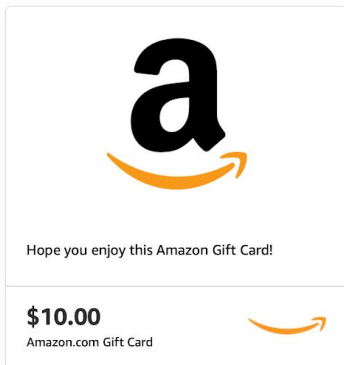
Association for Computing Machinery

acm.calstatela@gmail.com

Game Night 4/9 Invoice

description	amount
Amazon Gift Cards (x3)	\$10.00 per giftcard
Subtotal	\$30.00
Tax	\$0.00
Total	\$30.00

Gift Cards › Gift Cards



Click image to preview

Amazon.com eGift Card

by Amazon
★★★★★ 565,469 customer ratings

1. Gift card design

Design: Amazon 'a'



2. Gift card details

Amount

Delivery

To
Max of 999 recipients

From

Message
465 characters remaining

Quantity

Delivery Date Up to a year from today

Qty: 3 gift cards
\$30.00

or

GAME NIGHT

Tired of studying and want a break? ACM invites you to our game night, where you can relax for a bit by playing games with other students and ACM leaders!

When: April 9th from 6-8pm

Location: Discord



ASSOCIATED STUDENTS, INC.

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