

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

CLUB/ORG: Physics Astronomy Club
 EVENT TITLE: Pi Day
 DATE(S) OF EVENT: 03/15/2021 SEMESTER: **SPRING**
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 15
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 14

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The event is a scavenger hunt. A series of four problems will be given that involve using the constant pi (3.1415...). The first student to solve all four problems will win the prize

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

During this pandemic it has been hard to socialize. This will give out students a feeling of being part of a community. It will also reward them for actively solving problems outside of the classroom setting. They will be commemorated.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	1st place Target gift card	\$25.00
	2nd place Target gift card	\$10.00

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

Pi Day and Albert Einstein's Birthday

[APPROVED]

Revised By: [REDACTED] on 2/19/2021 5:45:09 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?

Physics and Astronomy Club

Event Name

Pi Day and Albert Einstein's Birthday

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 goal for this event is to commemorate Albert Einstein's birthday, celebrate Pi day, and culminating a scavenger hunt that displays the usage and importance of pi in astronomy.

Time & Location

Start Date/Time

03/15/2021 - 6:00 PM

End Date/Time

03/15/2021 - 7:00 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://calstatela.zoom.us/j/4524276180?pwd=T01DVjZmUUVYYVpnaVICVFVabFILUT09#success>

Is a password required to gain access?

Yes

How can participants get access to the password?

By RSVP/Signing Up

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

██████████

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

Social Media

Social Media Site

Facebook

Instagram

Social Media Handle

<https://www.facebook.com/groups/calstatelapac> and <https://www.instagram.com/calstatelapac/>

Printed Media Upload*

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

[6a3d0f1e-7d36-4dc7-9b31-70a41fc2698c.png](#)

What other methods of marketing will your organization use?

emailing and sending out google forms.

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

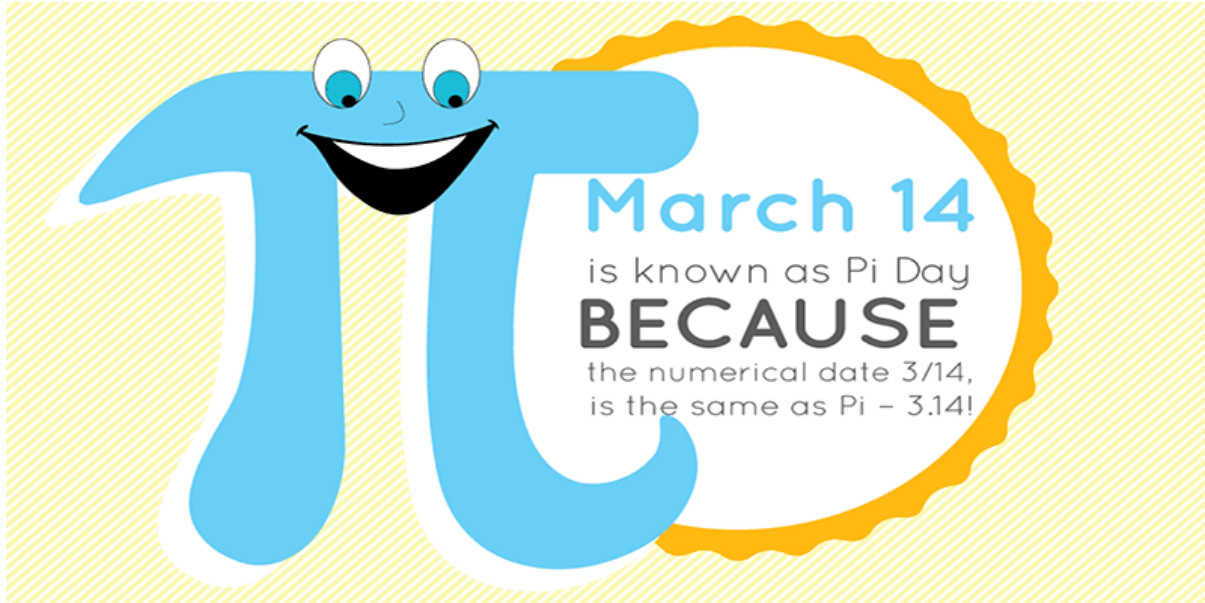
Tags

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

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

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 be 'JD' followed by a long horizontal stroke.

Event Guidelines & Resources

Student Organization Event Guidelines

2020-2021 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 and Spring Semesters 2020-2021 **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:

Pi Day Online Scavenger Hunt

Join the Physics and Astronomy Club in celebrating all things Pi

4 challenges on 4 days

- Monday, March 1st
- Friday, March 5th
- Monday, March 8th
- Friday, March 12th

The Hunt ends on Pi day,
March 14th at 5 pm

The winner will get a \$25 gift card!

Winner announced March 15th @ 5 pm during Event, and our commemoration of Albert Einstein's birthday (which is also on Pi Day)

[CLICK HERE TO REGISTER](#)

LATE ENTRIES ARE ACCEPTED

THE HUNT CLOSSES ON PI DAY MARCH 14TH

Physics and Astronomy Club

csula.pac@gmail.com or ccorone8@calstatela.edu

Pi Day Invoice

Description	Amount
Target Gift Card 1	\$25.00
Target Gift Card 2	\$10.00
Subtotal	\$35.00
Tax	\$0.00
Total	\$35.00

[Categories](#) ▾ [Deals](#) ▾ [What's New](#) ▾ [Pickup & Delivery](#) ▾

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Email delivery
2 items

Bullseye Trio \$10 GiftCard

Qty 1 ▾ [Save for later](#)

\$10.00

✕

Email delivery
[Send today or schedule for later](#) ⓘ

Bullseye Trio \$25 GiftCard

Qty 1 ▾ [Save for later](#)

\$25.00

✕

Email delivery
[Send today or schedule for later](#) ⓘ

Order summary

[Apply](#)

Subtotal (2 items) **\$35.00**

Delivery **Free**

Estimated tax **\$0.00**

Delivery & tax for 91342

Total **\$35.00**

I'm ready to check out

Cart number: 1067925158937

Get \$40^{off}**

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