

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] by EMAIL: [REDACTED]
 SIGNATURE: *Victoria Dunbar*
649B86C232764A1...

CLUB/ORG: Student Nurses Association
 EVENT TITLE: NSNA's 69th Annual Convention
 DATE(S) OF EVENT: 04/05-/4/10/2021 SEMESTER: SPRING
 EVENT LOCATION: Online platform
 TOTAL ATTENDANCE: >1,000
 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:
 See attached file

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 See attached file

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Registration Fee	\$1,575

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT **\$1,575**
 TOTAL REQUESTED FROM ASI **\$1,575**
 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

NSNA's 69th Annual Convention: Breaking Down Barriers

[APPROVED]

Submitted By: [REDACTED] du on 2/20/2021 2:30:15 PM

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?

Student Nurses Association

Event Name

NSNA's 69th Annual Convention: Breaking Down Barriers

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 NSNA Annual Convention is held during the Spring and explores specialty nursing areas and various education workshops for nursing students. NSNA invites nursing students and colleagues to network with other students from across the country, learn from top nursing leaders, and prepare for future professions.

NSNA's 69th Annual Convention will be held virtually this year and students will have the opportunity to learn new skill sets and test taking strategies while attending multiple education sessions including a live NCLEX-RN Review. In the networking zone students will meet NSNA leaders including the Board of Directors, Nominating and Elections Committee, and the chair of the Resolutions Committee. The Annual Convention will be a place where students can network with others across the USA; gain skills to manage state and local chapters; and master test taking skills while learning clinical judgement.

Virtual exhibits provide opportunities for students to meet with exhibitors from a variety of employment and academic settings, NCLEX vendors and publishers. Visit with poster presenters and even participate in a virtual yoga. Also, receive expert advice for career development including interview skills, resume building, and future education opportunities.

Time & Location

Start Date/Time

04/05/2021 - 12:00 PM

End Date/Time

04/10/2021 - 5:15 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.

Host will provide link/password upon registration. Online Platform TBA.

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.)

TBA

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?

Online

RSVP Link

Requires http:// or https://

<https://www.nsnaconvention.org/registration.html>

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

Other

Social Media Site

Facebook

Social Media Handle

FB: SNA Cal State LA

Printed Media Upload*

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

[42b89774-d5ae-44f1-a23b-baa67755dde8.png](#)

What other methods of marketing will your organization use?

Word of mouth; Canvas

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

LECTURE/SPEAKER

VIRTUAL CONFERENCE/CONVENTION

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event.



National Student Nurses' Association

NSNA'S 69TH ANNUAL CONVENTION

Breaking Down Barriers: A Virtual Experience

April 5 - April 10 2021

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

Educational Workshop/Program

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?

No proceeds/profit will be made for SNA. The full \$125 will be paid to NSNA on their website for the admission/registration charge.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

U-SU Student Organization Account

BC089

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 "John P. [unclear]", written on a signature pad.

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:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol

NSNA's 69th Annual Convention: Breaking Down Barriers

BRIEFLY DESCRIBE THE EVENT

NSNA's Annual Convention is held every spring by the National Student Nurses' Association and attracts thousands of nursing students, faculty, and nursing leaders from across the country.

The 69th Annual Convention: Breaking Down Barriers will be held virtually this year that features nursing leader speakers, educational workshops, NCLEX-RN Review, networking events, and improving personal and management skill workshops.

CSULA's Student Nurses Association club is a chapter of NSNA; however, few students attended the convention in the past due to financial barriers. The club would like to promote the event and make it approachable to at least 15 SNA members and Cal State LA students this year. Students will join as constituents in 5-day activities to represent the CSULA chapter, learn, and utilize the information in personal and club activities.

Participants will register prior to the first day of the convention online. All convention attendees will be given access to their nursing passports to access the events. In the case an individual can't participate in all of the activities, he/she will have access to all programs, exhibits, etc., by video recording for three months post-convention watch at any time.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

1. Student personal experience

Students will have the opportunity to learn new skill sets and test-taking strategies while attending multiple education sessions, including a live NCLEX-RN

Review. In the networking zone students will meet NSNA leaders including the Board of Directors, Nominating and Elections Committee, and the chair of the Resolutions Committee. The Annual Convention will be a place where students can network with others across the USA; gain skills to manage state and local chapters; and master test taking skills while learning clinical judgement. Virtual exhibits provide opportunities for students to meet with exhibitors from a variety of employment and academic settings, NCLEX vendors and publishers. Visit with poster presenters and even participate in a virtual yoga. Also, receive expert advice for career development including interview skills, resume building, and future education opportunities.

2. Improve SNA's activities in the future

With the experience that our members will gain from the convention and other school clubs, they can utilize and improve the club's activities in the future to provide better service for CSULA students in general.

3. Introduce and enhance the representation of CSU'LA students in public events.



69th Annual Convention: A Virtual Experience • April 5-10, 2021

PLUS! NCLEX-RN® MINI-REVIEW
POWERED BY LIPPINCOTT PASSPOINT!
For more information, visit www.nснаconvention.org



Registration fee support for first 15 attendees



National Student Nurses' Association

PO Box 789
Wilmington
OH 45177
membership@sna.org

ESTIMATED COST INVOICE
EST0001

DATE
Feb 18, 2021
TOTAL
USD \$1,575.00

TO
CSULA Student Nurses Association
5151 State University Dr
Los Angeles
CA 90032
sna_csula@yahoo.com

DESCRIPTION	RATE	QTY	AMOUNT
69th annual convention registration fee	\$105.00	15	\$1,575.00
SUBTOTAL			\$1,575.00
TAX (0%)			\$0.00
TOTAL			USD \$1,575.00

**69th Annual Convention:
A Virtual Experience - April 5-10, 2021**



Any registration received by April 9, 2021, 4:00 PM EST will have access to live & recording. Anything received past April 9, 2021, after 4:00 PM EST, will have access to recording only.

April 10, 2021, Online Registration Deadline (nsnamembership.org with Visa or MasterCard)

One form per registrant—form may be photocopied.

Administrative fee is \$10 for returned checks.

Non-member students may join NSNA and register as a member. Go to www.nsnamembership.org to join NSNA. For dues in your state go to www.nсна.org. Graduating seniors may join as a sustaining member unless they are serving as delegates who must be student members.

NSNA Members and Sustaining Members	By 2/28/2021	After 2/28/21
Convention and NCLEX Review Lippincott Pass Point	\$110.00	\$125.00
Convention Only	\$90.00	\$105.00
NCLEX Review Lippincott Pass Point	\$85.00	\$90.00
Non-Member Students and Visitors		
Convention and NCLEX Review Lippincott Pass Point	\$150.00	\$165.00
Convention Only	\$130.00	\$145.00
NCLEX Review Lippincott Pass Point	\$120.00	\$ 125.00
Faculty Advisors/State Consultants		
Convention Only	\$100.00	\$115.00
Faculty Workshop Only	\$150.00	\$165.00
Convention and Faculty Workshop	\$250.00	\$265.00

Enclosed Check or Money Order
to the address below:

NATIONALSTUDENTNURSESASSOCIATION, INC.[®]
Meeting/Registration Department • Box 789 • Wilmington, OH 45177
Phone: 937-383-4710
Fax: 937-383-4511 Email: membership@sna.org