

# ASSOCIATED STUDENTS, INC.

## FUNDING REQUEST FORM

2021-2022

### 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.

☒ CSIEVENT 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: <span style="background-color: black; color: black;">[REDACTED]</span> OFFICER TITLE: <span style="background-color: black; color: black;">[REDACTED]</span> ADDRESS: <span style="background-color: black; color: black;">[REDACTED]</span> CITY: <span style="background-color: black; color: black;">[REDACTED]</span> STATE: <span style="background-color: black; color: black;">[REDACTED]</span> ZIP: <span style="background-color: black; color: black;">[REDACTED]</span> PHONE: <span style="background-color: black; color: black;">[REDACTED]</span> SIGNATURE: <span style="background-color: black; color: black;">[REDACTED]</span> <i>Edgar Lim</i> <small>6047DA1CAFE3461...</small>	CLUB/ORG: Association for Computing Machinery EVENT TITLE: ACM Guest Speaker Consecutive Sessions 10/ DATE(S) OF EVENT: 10/9/21 SEMESTER: FALL EVENT LOCATION: <a href="https://calstatela.zoom.us/j/89524115508">https://calstatela.zoom.us/j/89524115508</a> TOTAL ATTENDANCE: 25 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 25
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### PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

ACM invites Guest Speakers who have a footing in the industry to explain their career development and opportunities.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

These guest speaker events train students on the expectations of the computer science field and provide context as to what different occupations are available, as what skills to develop.

### PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS	x2 Target gift cards	15.00
				x1 Amazon gift card	10.00
				x1 Amazon gift card (for speaker)	87.50
MARKETING			OTHER		

### PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	127.50	<div style="background-color: #ccc; height: 20px;"></div>
TOTAL REQUESTED FROM ASI	127.50	<div style="background-color: #ccc; height: 20px;"></div>
AMOUNT FROM OTHER SOURCES	0.00	<div style="background-color: #ccc; height: 20px;"></div>

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Not applicable.

#### OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY  
STUDENT UNION

## Event Registration

### ACM Guest Speaker Consecutive Sessions 10/9

[APPROVED]

## Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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

ACM Guest Speaker Consecutive Sessions 10/9

## Estimated Attendance

Please describe the estimated attendance of participants for this event.

Indoor events with anticipated 50+ and Outdoor events with anticipated 100+ need to be registered at least 20 business days in advance and are subject to Use of Facilities review.  
25

## About the event

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

ACM invites guest speakers who have a footing in the industry to explain their career development and opportunities. These guest speaker events train students on the expectations of the computer science field and provide context as to what different occupations are available, as well as what skills to develop.

## Time & Location

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately

per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

### Start Date/Time

10/09/2021 - 4:30 PM

### End Date/Time

10/09/2021 - 5:50 PM

### What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

Virtual

### Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Zoom

### How can participants RSVP for this event?

Online

### Do participants need to RSVP?

Yes

### RSVP Link

Requires http:// or https://

<https://forms.gle/TcKjXweQgJkTR13W8>

### Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

<https://calstatela.zoom.us/j/89524115508>

### 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

### Website URL for marketing

Requires <http://> or <https://>

<https://acm-calstatela.com/>

### 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

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

## Cover Image

Please select an image that corresponds to your event.



# ACM GUEST SPEAKER: Wilson Thomas

Every Saturday, Sept 4 to Nov 15  
4:30 - 5:50 PM



Event Details

## Event Category

Please select any of the categories above that best describes your event. Note, for Fall 2021 organization meetings and tabling must also be registered.

## Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

## Will the event have security?

No

## 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

### Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

**Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits**

**associated with that status.**

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



## Event Guidelines & Resources

### Student Organization Event Guidellines

#### 2021-2022 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 2021-2022 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- 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

While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, 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

These virtual event restrictions will be revisited prior to the end of fall semester and will be adjusted as needed based on updated University, state, city, and county regulations.

**Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2021-2022 Academic Year to be reviewed for Fall 2022. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.**

**Conduct:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).





Categories ▾ Deals ▾ What's New ▾ Pickup & Delivery ▾

Search



You're shopping (closes at 11pm):  
Alhambra ▾

Registry Weekly Ad RedCard Gift Cards Find Stores Orders ♥ ▾ More

### Your cart (2 items)

Sign in



#### Email delivery

2 items



Funko Bullseye Target Giftcard

Qty 2 ▾

Save for later

Email delivery  
Send today or schedule for later ?

**\$15.00**  
each \$15.00



### Order summary

Promo code

Apply

Subtotal (2 items) \$30.00

Delivery **Free**

Estimated tax \$0.00

Delivery & tax for 91801

**Total \$30.00**

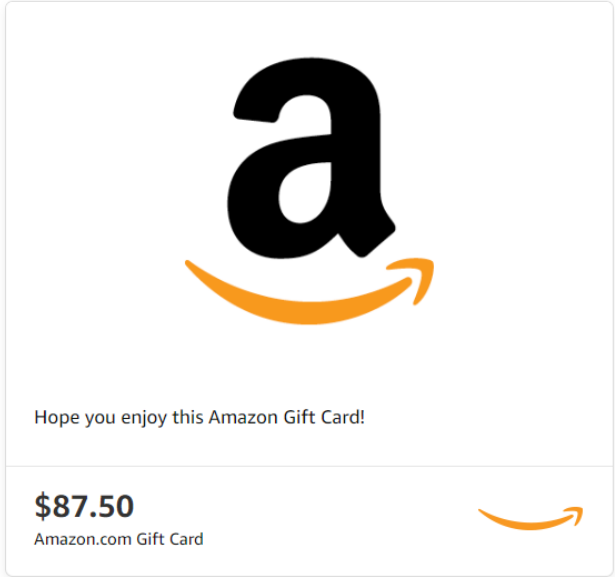
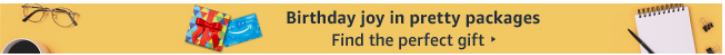
**Check out**



## Get Free Shipping

on most items\* at  
Target.com with **RedCard**





Click image to preview

## Amazon.com eGift Card

by Amazon  
★★★★★ 790,902 customer ratings

### 1. Gift card design

Standard Animated Your Photo/Video

Design: Amazon 'a'



### 2. Gift card details

Amount: \$25 \$50 \$75 \$100 \$150 \$200 \$ 87.50

Delivery: Email Text Message

To: Enter an email for each recipient  
Max of 999 recipients

From: ACM and ASI

Message: Hope you enjoy this Amazon Gift Card!  
463 characters remaining

Quantity: 1

Delivery Date: Now Up to a year from today

Sold and delivered by ACI Gift Cards, LLC., an Amazon company. Gift Cards are subject to [Terms and Conditions](#). Gift Cards are not returnable after purchase (except as required by law). Have an Amazon Gift Card? [Redeem](#) your gift card.

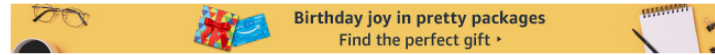
Qty: 1 gift card  
\$87.50

Add to cart

or

Buy Now

Add to List



## Amazon.com eGift Card

by Amazon

★★★★★ ~ 790,902 customer ratings

### 1. Gift card design

Standard

Animated

Your Photo/Video

Design: Amazon 'a'



See more

### 2. Gift card details

Amount

\$25

\$50

\$75

\$100

\$150

\$200

\$ 10.00

Delivery

Email

Text Message

To

Enter an email for each recipient

Max of 999 recipients

From

ACM and ASI

Message

Hope you enjoy this Amazon Gift Card!

463 characters remaining

Quantity

1

Delivery Date



Now

Up to a year from today

Qty: 1 gift card

\$10.00

Add to cart

or

Buy Now

Add to List

Hope you enjoy this Amazon Gift Card!

\$10.00

Amazon.com Gift Card



Click image to preview

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**Guest Speaker Event for Consecutive Days**

2 messages

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**ACM Cal State LA** <acm.calstatela@gmail.com>  
To: Wilson Thomas [REDACTED]

Sat, Aug 21, 2021 at 8:00 PM

Hello,

This is Elton from ACM, assisting with the event planning.

Thank you so much for agreeing to participate in our Guest Speaker events hosted by Association for Computing Machinery - Cal State LA for the dates of:

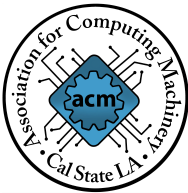
- 10/2 4:30 - 5:50 PM
- 10/9 4:30 - 5:50 PM
- 10/30 4:30 - 5:50 PM
- 11/6 4:30 - 5:50 PM

We are trying to get funding from ASI. Please send the following email as a reply as soon as possible. **Please reply with the following:**

***I ( ) agree to present at the Guest Speaker Events hosted by the Association for Computing Machinery (ACM) - Cal State LA for Saturday, October 2nd, 2021, Saturday, October 9th, 2021, Saturday, October 30th, 2021, and Saturday, November 6th, 2021 from 4:30 pm to 5:50 pm. I accept the honorarium of \$87.50 per event.***

***example, a graduate student at UCLA - EE  
software engineer at American Express***

Thank you so much for agreeing to attend and supporting our Cal State LA students. I am sure the information you share will be very helpful and beneficial to our students.

All the best,  
Elton**ASSOCIATION FOR COMPUTING MACHINERY (ACM)****Computer Science Club - Cal State LA**

5151 State University Drive, Los Angeles, CA 90031

Website: [acm-calstatela.com](http://acm-calstatela.com)Facebook: [calstatela.acm](https://www.facebook.com/calstatela.acm)Instagram: [calstatela\\_acm](https://www.instagram.com/calstatela_acm)

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**Wilson Thomas** [REDACTED]  
To: ACM Cal State LA <acm.calstatela@gmail.com>

Sat, Aug 21, 2021 at 8:11 PM

***I agree to present at the Guest Speaker Events hosted by the Association for Computing Machinery (ACM) - Cal State LA for Saturday, October 2nd, 2021, Saturday, October 9th, 2021, Saturday, October 30th, 2021, and Saturday, November 6th, 2021 from 4:30 pm to 5:50 pm. I accept the honorarium of \$87.50 per event.***

***Wilson Thomas  
Cybersecurity Analyst  
Metropolitan Water District of Southern California.***

[Quoted text hidden]



# ACM GUEST SPEAKER: Wilson Thomas

Every Saturday, Sept 4 to Nov 15  
4:30 - 5:50 PM

