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.

✔ 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: *DocuSigned by: Elton Lin* 5047DA1CAFE3461...

CLUB/ORG: Association for Computing Machinery

EVENT TITLE: Movie Night #1

DATE(S) OF EVENT: 10/15/2021　　SEMESTER: FALL

EVENT LOCATION: Regal Edwards Alhambra Renaissance

TOTAL ATTENDANCE: 44

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 44

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Movie Night is an event where ACM leaders watch movies with members.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Movie Night allows members to see the most exciting blockbusters and enjoy the moviegoer experience as one large family.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				x44 Regal tickets	10.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT　　440.00

TOTAL REQUESTED FROM ASI　　440.00

AMOUNT FROM OTHER SOURCES　　0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Not applicable.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

FOR THE STUDENTS, BY THE STUDENTS　　REV 8/09/2021

ASI

ACM Movie Night #1 Venom 2

[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 Movie Night #1 Venom 2

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.

47

About the event

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

Movie Night is an event where ACM leaders watch movies with members. Movie Night allows members to see the most exciting blockbusters and enjoy the moviegoer experience as one large family.

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

10/15/2021 - 6:00 PM

End Date/Time

10/15/2021 - 8:30 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.
In-Person

Do participants need to RSVP?

No

Where will your in-person event/meeting take place?

Off-Campus

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.
Regal Edwards Alhambra Renaissance & IMAX

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?

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

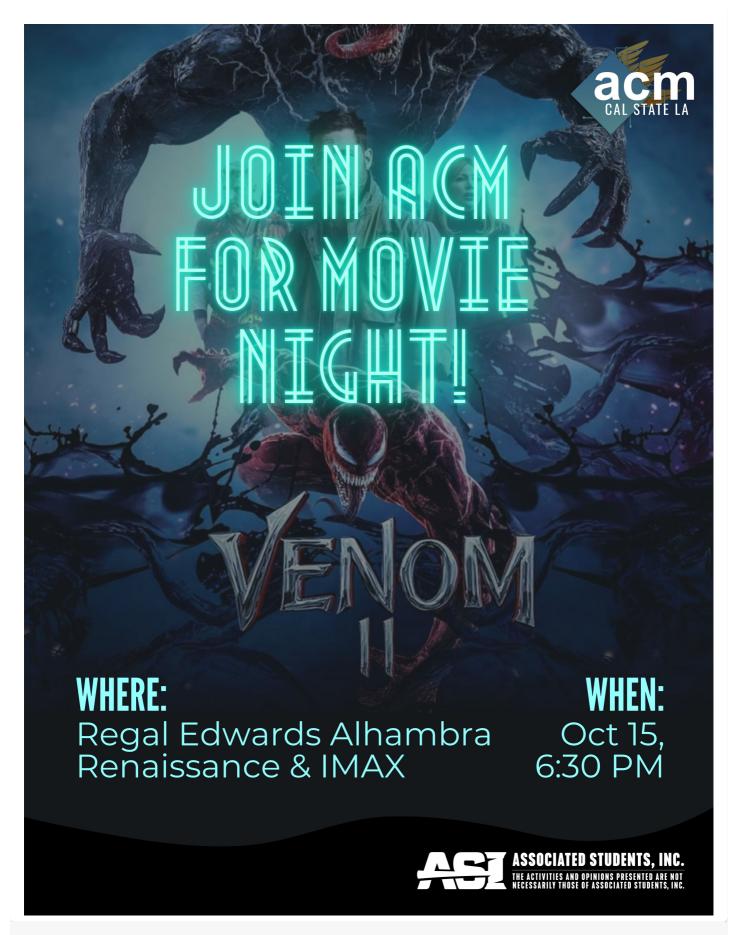## Will off-campus media be notified about this event?

No

Tags

MUSIC & ENTERTAINMENT   OUTDOOR   RECREATION

Cover Image

Please select an image that corresponds to your event.

JOIN ACM FOR MOVIE NIGHT!

VENOM II

WHERE:
Regal Edwards Alhambra
Renaissance & IMAX

WHEN:
Oct 15,
6:30 PM

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

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.

Other

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

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?

Yes, we plan on streaming a movie.

What is the title of the movie?

Venom 2: Let There Be Carnage

How do you plan on showing the movie?

Other

Other streaming service you're using for your virtual movie event.

Movie theater

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?

Each movie voucher will be sold to attendees to $12

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

Subject to verification.

Approved Exempt Status

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

Association for Computing Machinery

acm.calstatela@gmail.com

Venom 2: Let There Be Carnage 10/15 Invoice

description	amount
Movie tickets (x 44)	$10 per ticket
Subtotal	$440.00
Tax	$0.00
Total	$440.00