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**   ✔ **EQUIRED SUPPORTING MATERIAL _ASED ON PURCHASES/EVENT**

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ▮

OFFICER TITLE: ▮

ADDRESS: ▮

CITY: ▮   **STATE:** ▮   **ZIP:** ▮

PHONE: ▮   **EMAIL:** ▮

SIGNATURE: _DocuSigned by:_ ▮ 06CBF413B4BF4E7...

CLUB/ORG: Associaton for Computing Machinery

EVENT TITLE: Professional Development Workshop Series #3

DATE(S) OF EVENT: 04/07/2022   **SEMESTER:** SPRING

EVENT LOCATION: https://calstatela.zoom.us/j/810186287

OTAL 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:

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:
x1 gift card for guest speaker	175.00
x2 giftcards for participants	25.00

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT   225.00

TOTAL REQUESTED FROM ASI   225.00

AMOUNT FROM OTHER SOURCES   0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

FOR THE STUDENTS, BY THE STUDENTS

REV 8/09/2021

ASI

Event Registration

ACM Professional Development Workshop Series 04/07

[APPROVED]

████████████████████████████ 2/1/2022 7:47:36 PM

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 Professional Development Workshop Series 04/07

Estimated Attendance

Please describe the estimated attendance of participants for this event.

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 background, career development, and opportunities. These workshops will revolve around different expectations students will eventually be asked to meet in the computer science field as well as skill development, financial responsibility and more. All in all, these events strive to provide students with the necessary knowledge and tools to be successful professionally. This workshop will primarily discuss interview skills, what to expect in an interview, and will conduct mock interviews.

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

04/07/2022 - 3:10 PM

End Date/Time

04/07/2022 - 4:20 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/n8rUa6i1KGmCpecU7

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/81018628796

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 Email

Provide the advisor's Cal State LA email address.

████████████████

Organization Advisor Name

Please provide the name of the student organization advisor.

████████

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?

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.

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.
Educational Workshop/Program

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

Interview skills along-side mock interviews!

ACM
CAL STATE LA

bit.ly/3sa8GqH

ACM Guest Speaker Event
Professional Development Workshop

3:10-4:20PM
Apr 07, 2022

Amazon.com eGift Card
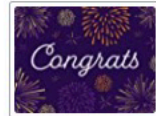
by Amazon

★★★★★ ⌄ 824,205 customer ratings

1. Gift card design

| Standard | Animated | Your Photo/Video |

Design: **Amazon Logo**
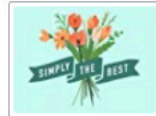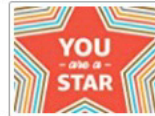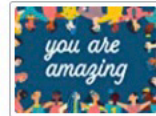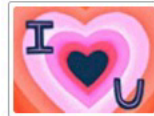
See more

2. Gift card details

Amount | $25 | $50 | $75 | $100 | $150 | $200 | $ | Enter amount

Delivery | Email | Text Message

To Enter an email for each recipient

Max of 999 recipients

From ████████

Message Hope you enjoy this Amazon Gift Card!

463 characters remaining

Quantity 2

Delivery Date 📅 Now   Up to a year from today

---

amazon

Hope you enjoy this Amazon Gift Card!

$25.00
Amazon.com Gift Card

Click image to preview

Qty: 2 gift cards
$50.00

Add to cart

or

Buy Now

Add to List

ACM Cal State LA <acm.calstatela@gmail.com>
to Wilson ⌄

Feb 15, 2022, 8:25 PM (22 hours ago)

Hello,

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

3/3 3:15 - 4:00 PM

3/17 3:15 - 4:00 PM

4/7 3:15 - 4:00 PM

4/21 3:15 - 4:00 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 Thursday, March 3rd, 2022, Thursday, March 17th, 2022, Thursday, April 7th, 2022, and Thursday, April 21st, 2022 from 3:15 pm to 4:00 pm. I accept the honorarium of $175.00 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.

Sincerely,

███████

Treasurer

ASSOCIATION FOR COMPUTING MACHINERY (ACM)
Computer Science Club - Cal State LA
5151 State University Drive, Los Angeles, CA 90031
Website: acm-calstatela.com
Facebook: calstatela.acm
Instagram: calstatela_acm

Wilson Thomas
to me ⌄

Feb 15, 2022, 9:17 PM (21 hours ago)

Hell███████

I Wilson Thomas - an Application Analyst at Travis County - Texas, agree to present at the Guest Speaker Events hosted by the Association for Computing Machinery (ACM) - Cal State LA for Thursday, March 3rd, 2022, Thursday, March 17th, 2022, Thursday, April 7th, 2022, and Thursday, April 21st, 2022 from 3:15 pm to 4:00 pm. I accept the honorarium of $175.00 per event.

Best,

Wilson Thomas

...

[Thank you!] [Thank you so much!] [Got it.]

[↩ Reply] [➡ Forward]

Association for Computing Machinery

acm.calstatela@gmail.com

Professional Development Workshop Series #2 04/07/2022 Invoice

Description	Amount
Costco Giftcard x1	$175 per gift card
Subtotal	$175.00
Tax	$0.00
Total	$175.00