

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: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] Email by: [REDACTED]
 SIGNATURE: [REDACTED]

CLUB/ORG: Association of Computing Machinery
 EVENT TITLE: Mentorship
 DATE(S) OF EVENT: 10/6/22 SEMESTER: FALL
 EVENT LOCATION: <https://calstatela.zoom.us/j/8567673332>
 TOTAL 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:

ACM gives their members will learn skills in professional development, leadership, resume building, and more

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

These events strive to provide students with the necessary knowledge and tools to strive for successful. This specific workshop will focus on the fundamentals of internships and job hunting

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
				1x Amazon Gift Card for guest speakers	118.33
				1x Costco Gift Card for guest speakers	118.33
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 236.66
 TOTAL REQUESTED FROM ASI 236.66
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Not appciable

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

Mentorship

Revised By:



1:37:37 PM - Version 3

[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

Mentorship

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

About the event

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

ACM members will give opportunities to work with mentors at ACM and interact with Guest Speakers as well. Also, they learn skills in professional development, leadership, resume building, and more.

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

10/06/2022 - 4:30 PM

End Date/Time

10/06/2022 - 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?

By email

Do participants need to RSVP?

Yes

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/8567673332>

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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor.

[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?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event.



Mentorship

Opportunities to work with mentors at ACM and interact with Guest Speakers! Learn skills in professional development, leadership, resume building, and more.

Signups: August 8th, 2022

Location: ZOOM

Time: 4:30pm-5:50pm

Date:

09/01/2022 - 11/18/2022

Thursdays & Fridays



Scan QR or Link:
<https://forms.gle/m4XumDAfwPWtkAYv9>



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 food be served at the event?

Until further notice, food can only be provided at outdoor events/meetings/activities and cannot be provided indoors.

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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

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

A handwritten signature in black ink, appearing to read 'ALL V' followed by a stylized flourish.

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 (virtual only)

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
- Student Organization In-Person Travel, including but not limited to organization members traveling internationally or domestically for:
 - Professional or Organizational meetings and conferences
 - Retreats
 - Competitions

Association of Computing Machinery

acm.calstatela@gmail.com

Mentorship Program #3 10/06/22 invoice

Description	Amount
Costco Gift Card x 1	\$118.33 per card
Subtotal	\$118.33
Tax	0
Total	\$118.33



Click image to preview

Amazon.com eGift Card

by Amazon

★★★★★ ~ 834,786 customer ratings

1. Gift card design

☒ Standard ☐ Animated ☐ Your Photo/Video

Design: Amazon Logo



2. Enter your gift card details

This Gift Card can only be used to purchase eligible goods and services available on Amazon.com, and cannot be used on Amazon websites in other countries.

Amount

Delivery ☒ Email ☐ Text Message

To

You can add up to 999 email addresses separated by a comma or a space. Each recipient will receive their own personalized gift card.

From

Message

463 characters remaining

Quantity

Delivery Date Up to a year from today

Qty: 1 gift card
\$118.33

Add to cart

or

Buy Now

Mentorship Program Inbox x



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

Thu, Sep 1, 10:26 PM (10 hours ago)



Hello,

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

9/15/22 - 4:00pm

9/22/22 - 4:30pm

9/29/22 - 4:30pm

10/06/22 - 4:30 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 on Thursday, September 15th, 2022, and Thursday, September 22nd, 2022, Thursday, September 29th, 2022, and Thursday, October 6th, 2022 from 4:30 pm to 5:50 pm. I accept the honorarium of \$236.66 per event.

For 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](https://www.facebook.com/calstatela.acm)
Instagram: [calstatela_acm](https://www.instagram.com/calstatela_acm)



Wilson Thomas
to me

6:18 AM (2 hours ago)



Wilson Thomas - Application Analyst at Travis County agrees to present at the Guest Speaker Events hosted by the Association for Computing Machinery (ACM) - Cal State LA on Thursday, September 15th, 2022, and Thursday, September 22nd, 2022, Thursday, September 29th, 2022, and Thursday, October 6th, 2022 from 4:30 pm to 5:50 pm. I accept the honorarium of \$236.66 per event.

Wilson

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Thursdays & Fridays



Scan QR or Link:
[https://forms.gle/
m4XumDAfwPWtk
AYv9](https://forms.gle/m4XumDAfwPWtkAYv9)

