F U N D I N G   R E Q U E S T   F O R M

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: *DuSigned by:* [signature] 40A3B96F96744EB...

CLUB/ORG: Association of Computing Machinery

EVENT TITLE: Hackathon

DATE(S) OF EVENT: 10/10/22   SEMESTER: FALL

EVENT LOCATION: https://calstatela.zoom.us/j/5402231829

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 Members will have the opportunity to solve 3 different prompt based on real life situation. They will use their current coding skills to try solve one of the prompts that they wished to accept

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This helps members to built teamwork, consistent, and time - management and prepared them for any competitive coding competition or problem/solve during a job interview

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
5 x Amazon Gift Cards	25.00
3 x Amazon Gift Cards	10.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 155.00

TOTAL REQUESTED FROM ASI: 155.00

AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Not appicable

OFFICE USE ONLY

STAFF INITIALS:

TIME STAMP:

Hackathon

APPROVED

Submitted By: ██████████████████████ on 8/31/2022 7:37:16 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

Hackathon

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 have the opportunity to solve 3 different prompt based on real life situation. They will use their current coding skill to try solve one of the prompts that they wished to accept. This helps members to built teamwork, consistent, and time - management and prepared them for any competitive coding competition or problem/solve during a job interview.

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

10/10/2022 - 10:00 AM

End Date/Time

10/10/2022 - 4:00 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/5402231829

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   SOCIAL

Cover Image

Please select an image that corresponds to your event.

HACKATHON

WANT TO GAIN EXPERIENCE?

WORK IN A TEAM FOR A CHANCE TO SHOWCASE YOUR PROJECTS AND CODE! INCLUDING A CHANCE TO WIN PRIZES!

JAVA

</>

C++

CONNECTED

DATE:
OCTOBER 10, 2022 - OCTOBER 14, 2022
MON - FRI

TIME:
10:00 AM - 4:00 PM

LOCATION:
ZOOM

acm
CAL STATE LA

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.

Educational Workshop/Program

Social 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 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

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

Amazon.com eGift Card

by Amazon

★★★★★ ⌄ 838,981 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 | $25 | $50 | $75 | $100 | $150 | $200 | $ Enter amount |

Delivery | Email | Text Message |

To Enter an email for each recipient

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 ACM

Message Hope you enjoy this Amazon Gift Card!

463 characters remaining

Quantity 5

Delivery Date 📅 Now   Up to a year from today

Hope you enjoy this Amazon Gift Card!

$25.00
Amazon.com Gift Card

Click image to preview

Qty: 5 gift cards
$125.00

Add to cart

or

Buy Now

Amazon.com eGift Card

by Amazon

★★★★★ ⌄ 838,981 customer ratings

1. Gift card design

| Standard | Animated | Your Photo/Video |

Design: **Amazon Logo**

| See more |

2. Enter your gift card details

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Amount
| $25 | $50 | $75 | $100 | $150 | $200 | $ | 10.00 |

Delivery
| Email | Text Message |

To
| Enter an email for each recipient |

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
| ACM |

Message
| Hope you enjoy this Amazon Gift Card! |

463 characters remaining

Quantity
| 3 |

Delivery Date
| 📅 Now | Up to a year from today |

Hope you enjoy this Amazon Gift Card!

$10.00
Amazon.com Gift Card

Click image to preview

Qty: 3 gift cards
$30.00

Add to cart

or

Buy Now

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