

## FUNDING REQUEST FORM

2021-2022

## PART 1 - NOTICE &amp; 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 &amp; ORGANIZATION

OFFICER NAME: [REDACTED]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: [REDACTED]

DocuSigned by:  
40A3B96F96744EB...

CLUB/ORG: Association of Computing Machinery  
 EVENT TITLE: ACM Movie Night #3 - Black Panther: Wakar  
 DATE(S) OF EVENT: 11/11/2022 SEMESTER: FALL  
 EVENT LOCATION: Regal Edwards Alhambra Renaissance & I  
 TOTAL ATTENDANCE: 100  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Movie Night is an ACM tradition where the community gets to enjoy a movie together

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

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

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1080.00  
 TOTAL REQUESTED FROM ASI 1080.00  
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Not applicable.

## OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



## Event Registration

### ACM Movie Night #3 - Black Panther: Wakanda Forever

[APPROVED]

Submitted By: [REDACTED] on 8/29/2022 10:22:23 AM

## 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 #3 - Black Panther: Wakanda Forever

## Estimated Attendance

Please describe the estimated attendance of participants for this event.  
100

## Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling\* or selling of merchandise (\*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

## 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. It enables students

to bond and relax apart from their studies. Movie Night allows members to see the most exciting blockbuster and enjoy the moviegoer experience as one large family. We have been hosting movie nights for around three year's now and it has become of a tradition. For this movie night, we intend to watch Black Panther: Wakanda Forever.

## 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

11/11/2022 - 6:30 PM

### End Date/Time

11/11/2022 - 9:00 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.

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.

[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

MUSIC & ENTERTAINMENT

OUTDOOR

RECREATION

## Cover Image

Please select an image that corresponds to your event.



MARVEL STUDIOS

BLACK PANTHER

# WAKANDA FOREVER

## Location

REGAL EDWARDS ALHAMBRA  
RENAISSANCE & IMAX

## Time and Date

NOVEMBER 11TH, 6:30 PM

## How to get Tickets

MARVEL STUDIOS

CONTACT AN ACM LEADER  
TO BUY A TICKET. TICKETS  
ARE \$12 EACH.

## Movie Night Description

JOIN US FOR MOVIE NIGHT!  
SUPPORT ACM AND MEET  
YOUR FELLOW MEMBERS.



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.

## 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

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?

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

## 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 for \$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

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



# Association of Computing Machinery

[acm.calstatela@gmail.com](mailto:acm.calstatela@gmail.com)

## Black Panther: Wakanda Forever 11/11/22 Invoice

Description	Amount
Movie Tickets x108	\$10 per Ticket
Subtotal	\$1080.00
Tax	\$0.00
Total	\$1080.00



MARVEL STUDIOS

BLACK PANTHER

# WAKANDA FOREVER

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RENAISSANCE & IMAX

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