ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

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: *Ahmad* 40A3B96F96744EB...

CLUB/ORG: Association of Computing Machinery

EVENT TITLE: PDWS #4

DATE(S) OF EVENT: 4/7/23   SEMESTER: SPRING ▾

EVENT LOCATION: https://us06web.zoom.us/j/5752602061

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 invites guest speakers who have a footing in the industry to explain their background, career development and opportunities.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

These events strive to provide students with the necesary knowledge and tools to stribe sucessful. 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 Card	142.00

MARKETING — DESCRIPTION:	AMOUNT:	OTHER — DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT   142.00

TOTAL REQUESTED FROM ASI   142.00

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI

Event Registration

Professional Development Workshop Series #4

[APPROVED]

Submitted By: ██████████████████████████ n 1/24/2023 11:50:58 AM

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

Professional Development Workshop Series #4

Estimated Attendance

Please describe the estimated attendance of participants for this event.

29

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 focus on the fundamentals of internship and job hunting

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

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

04/07/2023 - 3:00 PM

End Date/Time

04/07/2023 - 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/hAjvNSbS47ghMxuE8

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://us06web.zoom.us/j/5752602061

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 2022 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 food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

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

2022- 2023 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 guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2022-2023 **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

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2022-2023 Academic Year to be reviewed for Fall 2023. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the Office of the Dean of Students.

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

amazon

Hope you enjoy this Amazon Gift Card!

$142.00
Amazon.com Gift Card

Click image to preview

Amazon.com eGift Card

by Amazon

★★★★★ ⌄ 894,015 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 | $ | 142.00 |

Delivery   Email   Text Message

To   guestspeaker@gmail.com

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   1

Delivery Date   Now   Up to a year from today

Qty: 1 gift card
$142.00

Add to cart

or

Buy Now

Professional Development Workshop Series ⟫ Inbox ×   ✕ 🖨 ⧉

Hello,

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

2/16/23 - 3:00 pm

3/1/23 - 3:00 pm

3/16/23 - 3:00 pm

4/7/23 - 3:00 pm

4/20/23 - 3:00 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 on Thursday, February 16th, 2023; Wednesday, March 1st, 2023; Thursday, March 16th, 2023; Friday, April 7, 2022, and Thursday, April 20th, 2022 from 3:00 pm to 4:20 pm. I accept the honorarium of $142 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.acm
Facebook: calstatela.acm
Instagram: calstatela_acm

Wilson Thomas   ↩ ⋮   6:45 PM (18 minutes ago) ☆ ↩ ⋮
to me ▾

I Wilson Thomas - Application Analyst at Travis County agree to present at the Guest Speaker Events hosted by the Association for Computing Machinery (ACM) - Cal State LA on Thursday, February 16th, 2023; Wednesday, March 1st, 2023; Thursday, March 16th, 2023; Friday, April 7, 2022, and Thursday, April 20th, 2022 from 3:00 pm to 4:20 pm. I accept the honorarium of $142 per event.

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Professional Development Workshop

ACM CAL STATE LA

#1 RESUME AND LINKEDIN

- publishing your resume
- polished LinkedIn account

FEBRUARY 16, 2023

#2 INTERNSHIP HUNTING AND JOBS

- what, where, how

MARCH 1, 2023

#3 INTERVIEW SKILLS

- mock interviews

MARCH 16, 2023

All events are at 3:00 pm-4:20pm on ZOOM!!!

#4 HOW TO SUCCEED AS AN UNDERGRAD

- time management
- using campus resource
- involvement

APRIL 7, 2023

#5 FINANCIAL RESPONSIBILITY

- budgeting
- investing basics

APRIL 20, 2023