

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:
SIGNED BY:
EMAIL:
SIGNATURE:

CLUB/ORG: Association of Computing Machinery
EVENT TITLE: ACM Movie Night #1
DATE(S) OF EVENT: 4/07/23 SEMESTER: SPRING
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

Table with 4 columns: Category (HOSPITALITY, HONORARIA / CONTRACTS, MARKETING, OTHER), Description, Amount. Includes entry for 100x Regal Tickets with amount 10.50.

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1050.00
TOTAL REQUESTED FROM ASI 1050.00
AMOUNT FROM OTHER SOURCES
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY
STAFF INITIALS
TIME STAMP:



Event Registration

ACM Movie Night #1

Revised By: [REDACTED] - Version 2

[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

ACM Movie Night #1

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 The Super Mario Bros. Movie.

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 - 6:00 PM

End Date/Time

04/07/2023 - 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

JOIN US!
IN WATCHING

THE SUPER
MARIO
BROS.
MOVIE

LOCATION:

REGAL EDWARDS
ALHAMBRA
RENAISSANCE

DATE & TIME:

APRIL 7, 2023
AT 6PM

HOW TO BUY TICKETS:

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



JOIN US FOR A 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 2022 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?

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

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 'Abd V...', is written on a signature pad.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

Association of Computing Machinery

acm.calstatela@gmail.com

ACM Movie Night #1 4/07/23 Invoice

Description	Amount
100x Regal Tickets	\$10.50 per ticket
Subtotal	\$1050.00
Tax	0
Total	\$1050.00

JOIN US!
IN WATCHING

THE SUPER
MARIO
BROS.
MOVIE

LOCATION:

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ALHAMBRA
RENAISSANCE

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