



Associated Students, Inc.

2017-18 Multiple Club

Funding Request Form

"...For the Students, by the Students"

- Necessary Documents:**
- Event Flyer w/ A.S.I. logo
 - CSI Event Reg. Form
 - Food Permit
 - Event Estimates/Quotes
 - Cosponsor Agreement Form

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: *Abdul V...*

Lead Organization

Lead Club/Organization: Association of Computing Machinery
 Event Title: ACM x GEG Game Night
 Date(s) of Event: 04/13/23
 Location of Event: Alhambra, South Pasadena, and Montebello USU room
 Exp. Total Attendance: _____ %: 0% Amount: \$0.00
 Exp. Attendance of CSULA Students: 50

Will multiple clubs be splitting the cost?: YES NO

Club/Organization B: Golden Eagle Gaming
 Contact: _____ %: 50% Amount: \$100.00
 Club/Organization C: _____
 Contact: _____ %: 0% Amount: \$0.00

Event Description

Briefly describe the event: _____
Game Night is an ACM tradition where students either casually partake in game activities or participate in competitive brackets. Golden Eagle Gaming will collab
 How will this program enhance the Cal State L.A. experience?:
Game Night allows students a respite from intensive studies and helps them grow comfortable with socializing.
 Is the event open to all Cal State L.A. students?: Yes

For Office Use Only • Do Not Write Below

Approved Amounts

Hospitality: _____ Proposal Number: _____
 Honorarium/ RPP Deadline: _____
 Contracts: _____ Funds Expire: _____
 Marketing: _____ Recognized?: _____
 Other: _____ Date Approved: _____
 U-SU: _____ BOD / Finance
 Total: _____ Account: _____

Important: (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings. (2) Additionally all paperwork must be submitted no less than 10 business day (2 weeks) prior to the event. (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

Total Cost Breakdown

Honoraria

Description	Amount
Sponsored Pens	\$25

Marketing

Description	Amount
Flyers	\$5

Hospitality

Description	Amount
Case of water	\$10

Other

Description	Amount
20x \$10 -Amazon Gift Cards	\$200.00
Design software for flyers	\$15.00

Event Summary

Total Cost of Event: \$255.00
 Amount Requested from A.S.I.: \$200.00
 Amount from other sources: _____
 What other resources are you employing for this event?

Multiple Club/Organization-COSPONSOR AGREEMENT FORM

Please submit this form with the Funding Request Form if the Event is hosted by multiple clubs. Only clubs recognized by CSI may be listed. All percentages must add up to 100%. If any of the stated percentages are not approved by a signature of the club's president, your Funding Request will be postponed until this form is completed.

Event Name	ACM x GEG Game Night	Event Date	04/13/23
Event Total Cost	\$200.00	Amount Requested of A.S.I.	\$200.00

LEAD CLUB & ORGANIZATION:	Association of Computing Machinery	AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	[REDACTED]	50%	\$100.00
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	 <small>DocuSigned by: 3E392C23ED364F2...</small>		

CLUB & ORGANIZATION B:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:	[REDACTED]	50%	\$100.00
PRESIDENT'S EMAIL AND PHONE:	[REDACTED]		
PRESIDENT'S SIGNATURE:	 <small>0BF86FF626462...</small>		

CLUB & ORGANIZATION C:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION D:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION E:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

CLUB & ORGANIZATION F:		AGREED PERCENTAGE	Total Amount to be Awarded.
PRESIDENT'S NAME:		0%	\$0.00
PRESIDENT'S EMAIL AND PHONE:			
PRESIDENT'S SIGNATURE:			

Total Percentage:

100%

Total Amount to be Awarded

\$200.00

Event Registration

ACM x GEG Collab Game Night

Submitted By: Steven Lovera, [REDACTED] on 3/13/2023 10:52:45 PM

[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?

Golden Eagle Gaming

Event Name

ACM x GEG Collab Game Night

Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

About the event

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

The ACM and GEG Clubs will be hosting their Semesterly Game Night. During this time, students will be able to come in both in person and join online for this event. Activities will be present for students being online and other activities for those in-person. Students can ask club members questions, join in recreational gaming, and even duel the e-sports teams in their respective game modes!

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

04/13/2023 - 6:00 PM

End Date/Time

04/13/2023 - 8:30 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.

Hybrid

Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Other (please describe)

You've selected other. Please enter where you will be hosting this virtual event.

Discord

On Campus Locations

Other (please describe exact location in the next question)

Do participants need to RSVP?

No

Where will your in-person event/meeting take place?

On-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.

<https://discord.gg/3JdP3pcy> : Fine Arts 347

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

[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?

Other

What other methods of marketing will your organization use?

Discord (not added into social media)

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

FREE PRIZES/ GIVEAWAYS

RECREATION

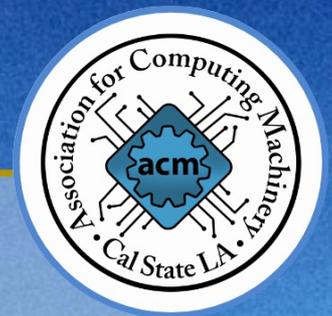
SOCIAL

Cover Image

Please select an image that corresponds to your event.

GEG X ACM GAME NIGHT

Time: 6-8 p.m.



**Games with ACM.
\$200 worth of gift
cards to be given
out.**

Date: April 13, 2023

Location: FA 347 & Discord



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

Event Category

Please select any of the categories above that best describes your event. Note, for 2022-23 organization meetings and tabling must also be registered.

Recreational 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



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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.

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2022 and are provided for reference:

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a [Request to Serve Alcoholic Beverages form](#) in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).

Publicity: All publicity material must comply with University Administrative Procedures [AP P003](#) and [AP P007](#). All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

In-Person Health and Safety Protocols

All Cal State LA student organization in-person on or off-campus event/meeting attendees - including University students, faculty member, staff members, and off-campus guests - must successfully complete the [COVID19 Health Self-Screening](#) prior to attending any student organization event/meeting.

By attending the registered student organization in-person event/meeting, attendees agree and attest that they have reviewed and will abide by [Cal State LA's COVID-19 health and safety protocols](#).*

1. Event attendees will not enter Cal State LA's campus and/or facilities if they have tested positive for COVID-19 within the previous 10 days, have had close contact with a person known to have COVID-19 within the previous 14 days, have been directed by a health care provider or public health officer to isolate or quarantine, or am experiencing any symptoms associated with COVID-19.
2. Event attendees understand the risk of attending an in-person event where the vaccine status of others in attendance may be unknown.
3. Event attendees agree to notify Cal State LA immediately if they test positive for COVID-19 in the 48 hours after attending the event by calling the Cal State LA Student Health Center at (323) 343-3300
4. Student organizations MAY NOT:
 1. Ask members and event attendees to disclose (verbally or written) their vaccination status.
 2. Ask anyone to remove their masks.

* These protocols will be adjusted as needed based on updated University, state, city, and county regulations.

Student Organization Event Resources

Additional Required Forms

The following form may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- [Temporary Food Facility Permit](#)
- [Food Permit Guidelines](#)
- [Request to Serve Alcoholic Beverages Form](#)
- [Event Outline](#)

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the [University-Student Union Operations](#).

- U-SU venue reservation form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the [Use of Facilities](#) website and [Administrative Procedure 505 Use of Facilities and Equipment](#):

- [External Space Reservation Form](#)
- [Filming Request Application](#)
- [Amplified Sound Form](#)



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Amazon.com eGift Card

by Amazon

★★★★★ 916,303 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

423 characters remaining

Quantity

Delivery Date Up to a year from today

Qty: 20 gift cards
\$200.00

Add to cart

or

Buy Now

GEG X ACM GAME NIGHT

Time: 6-8 p.m.



Games with ACM.
\$200 worth of gift
cards to be given
out.

Date: April 13, 2023

Location: USU



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