

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: [REDACTED]	CLUB/ORG: GDSC
OFFICER TITLE: [REDACTED]	EVENT TITLE: Info Session
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 10/03/2023 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Alhambra Room,U-SU Building
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 35
SIGNATURE: <i>[Signature]</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The GDSC info session will introduce students to GDSC Cal State LA, allow them to meet the team, provide insights into the Global Solution Challenge, and explain the benefits of joining

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students will be introduced to the Google Developer Student Club (GDSC) which teaches students of all backgrounds and levels to learn and enhance their coding and programming skills

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
33.5x80 Retractable Banner Stands	145.64	6 Coding Notebooks for giveaway (/	45.90
Sign Holder 4X6 inches (12 Pack)	29.76		
100x Color Print Flyers (Office Depc	61.32		
100x 2"x2" Die-Cut Custom Stickers	93.00		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	375.62	OFFICE USE ONLY
TOTAL REQUESTED FROM ASI	375.62	
AMOUNT FROM OTHER SOURCES	0	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	N/A	STAFF INITIALS [REDACTED]
		TIME STAMP: [REDACTED]



Event Registration

GDSC Info Session Fall 2023

[APPROVED]

Submitted By: [REDACTED] on 9/15/2023 4:06:39 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?

Google Developer Student Clubs (GDSC)

Event Name

GDSC Info Session Fall 2023

Estimated Attendance

Please describe the estimated attendance of participants for this event.

35

About the event

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

Welcome to an exciting introduction to Google Developer Student Clubs (GDSC), where you'll embark on a journey into the world of technology, innovation, and community-building.

Meet the Team: Get acquainted with the passionate individuals behind GDSC, here to guide and inspire you.

Workshops Overview: Explore our diverse lineup of workshops designed to enhance your technical skills, introduce you to the latest technologies, and provide hands-on experience.

Networking Opportunities: Forge valuable connections with fellow enthusiasts, mentors, and industry experts, opening doors to new possibilities.

Future Events/Timeline: Stay informed about upcoming GDSC events and activities, from hackathons to tech talks.

Solution Challenge Information: Learn how you can use your skills for social good through the GDSC Solution Challenge and win exciting prizes.

Q & A Session: Engage directly with us, ask questions, share ideas, and get insights into GDSC and the tech world.

Join us for an enriching event that empowers you with knowledge, connections, and opportunities to thrive in the tech universe. See you there!

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

10/03/2023 - 2:00 PM

End Date/Time

10/03/2023 - 5:30 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.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires [http://](#) or [https://](#)

<https://gdsc.community.dev/california-state-university-los-angeles/>

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

On-Campus

On Campus Locations

University-Student Union Building

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.

University- Student Union Building

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. Your advisor must be listed in Presence on your roster as the advisor.

██████████

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Email

Website

Social Media

Other

Social Media Site

Instagram

Social Media Handle

gdsc_csula

Website URL for marketing

Requires http:// or https://

https://linktr.ee/gdsc_csula

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[2f60d6e7-0451-4080-a89b-f185542125fc.jpg](#)

What other methods of marketing will your organization use?

Linked In posts

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

No

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

CAREER/PROFESSIONAL DEVELOPMENT

CONFERENCE

EDUCATIONAL

FREE PRIZES/ GIVEAWAYS

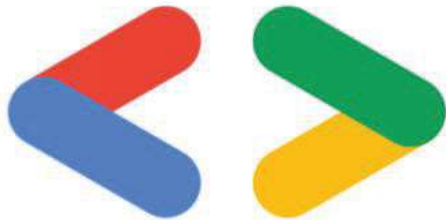
Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES



Info Session

Tuesday, October 3

3:00-4:00pm

@ University Student Union



Event Details

Event Category

Please select any of the categories above that best describe your event. Note 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 via email asivcf@calstatela.edu 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

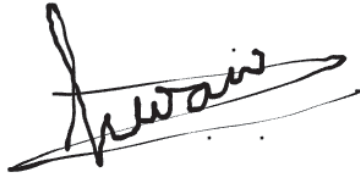
No

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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 **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
- Conferences, 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. 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.

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 Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. [Additional guidelines can be found in the Student Organization Handbook](#).

Estimates

1. 33.5 X 80 Retractable Banner stand with print

<https://losangelesbanner.com/index.php?route=checkout/cart>

213-283-2494 Delivery Info Upload File FAQ Contact us Login Order History Wish List (0)

Search... **LOS ANGELES BANNER** 1 item(s) - \$145.64

BANNER PRINTING DISPLAYS BY SIZE DISPLAYS BY PRODUCT FLAGS / CANOPY / TENTS TABLE THROWS ACCESSORIES RIGID SIGNS PHOTOS

Home » Shopping Cart

Use Gift Certificate (0.00lb)

Image	Product Name	Model	Quantity	Unit Price	Total
	33.5x80 Retractable Banner Stande Graphic Package Select Print Option: Smooth Vinyl Banner Graphic Design Service: No, I have my print ... Select Add Lights (ROLLUP): No Light Select Delivery Date / Turnaround time: Standard Turnaround ... Graphic File : Please attached your file here. If you have multiple files, you can make a zip file : flyer.pdf	33X80ECONO	1	\$133.00	\$133.00

What would you like to do next?

Choose if you have a discount code or reward points you want to use or would like to estimate your delivery cost.

Use Coupon Code ▾

Estimate Shipping & Taxes ▾

Use Gift Certificate ▾

Sub-Total:	\$133.00
CA Tax (9.5%):	\$12.64
Total:	\$145.64

Continue Shopping Checkout

2. Sign Holders 4 X 6 inches (12 packs)


https://www.amazon.com/MaxGear-Slanted-Acrylic-Holders-Restaurant/dp/B07V6FVV9Z/ref=sr_1_34?crd=12QEHUVY5ULYJ&keywords=small%2Bqr%2Bcode%2Bholder%2Bfor%2Btable&qid=1695361128&sprefix=small%2Bqr%2Bcode%2Bholder%2Bfor%2Btable%2Caps%2C110&sr=8-34&th=1

Want to save time on your next order and go directly to this step when checking out?

Default to this delivery address and payment method.

Choose FREE Amazon Day delivery for fewer boxes and a \$1 digital credit.

Delivery: Sept. 23, 2023 If you order in the next 13 hours and 56 minutes (Details)
Items shipped from Amazon.com



MaxGear Sign Holder 4X6 inches Slanted Back Acrylic Sign Holders Plastic Display Stand Clear Paper Holder Table Top Sign Stands for Office, Home, Store, Restaurant - Vertical, 12 Pack
\$26.99 ✓prime & FREE Returns
 Qty: 1
 Sold by: MaxGear, LLC
 Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.
 Ship in Amazon packaging

Choose your Prime delivery option:

Tomorrow, Sept. 23
 FREE One-Day Delivery

Monday, Sept. 25
 FREE Amazon Day Delivery
 Fewer boxes, fewer trips.
 Some orders may arrive a day early.
 Change delivery day
 Get a \$1 reward for select digital items. One reward per purchase. Details

Or choose your Prime pickup option: Pick up at Amazon@USCVillage (View Location)

Saturday, September 23
 FREE One-Day Delivery

Order total: \$29.76
 By placing your order, you agree to Amazon's privacy notice and conditions of use.

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.


Order Summary

Items:	\$26.99
Shipping & handling:	\$0.00
Total before tax:	\$26.99
Estimated tax to be collected:	\$2.77
Order total:	\$29.76

How are shipping costs calculated?
 Prime shipping benefits have been applied to your order.

3. 100 X Color Print Flyers

<https://www.officedepot.com/vendor/vendorRouter.do;jsessionid=0000yZv6emYDu7XIFv0ymYjYm3F:17h4h7c4g?id=870284&configurableItemType=CPD#/checkout>



Edit

Product: **Copies**

Pages: **1**

Print Color: **Full Color**

Quantity: **100**

Paper: **Standard Whites - 24lb**

Your Price :

\$56.00


Create Another

Proceed to Checkout

4. 100 X Die cut Custom Stickers

https://shop.app/checkout/9964654/cn/c1-87b4603a4b460d6b2589d50a0660c3d8/shoppay?tracking_unique=a16b5a9d-ff68-4851-a779-446ba9b1c045&tracking_visit=6673bf9e-f0ac-4fc6-be62-4a0b72997d16

<input checked="" type="radio"/> 2 day express shipping 2 business days of production; up to 500 stickers: up to 4 business days in-hand guarantee. \$24.00	
<input type="radio"/> Local rush order pick-up Cincinnati only (500 stickers or less) \$30.00	
<input type="radio"/> OVER NIGHT - 50- Stickers ONLY (This includes production and shipping time). \$58.00	
<input type="radio"/> OVER NIGHT - 100-299-Stickers ONLY (This includes production and shipping time). \$68.00	
<input type="radio"/> OVER NIGHT - 300 - 499- Stickers ONLY (This includes production and shipping time). \$78.00	
<input type="radio"/> Saturday overnight delivery up to 100 stickers/labels (this includes rush production and overnight shipping) \$78.00	
<input type="radio"/> OVER NIGHT - 500 - 999 - Stickers ONLY (This includes production and shipping time). \$89.00	

 Die Cut Stickers 2" x 2" / 100 Upload file	\$69.00
<input type="text" value="Discount code"/>	<input type="button" value="Apply"/>
Subtotal	\$69.00
Shipping	\$24.00
Total	USD \$93.00

5. 6 Coding Notebooks for Giveaway

https://www.amazon.com/Programmer-Notebook-Coding-Developer-Programming/dp/1653161108/ref=sr_1_9?crid=2D16ADHU4ZD42&keywords=coding+notebook&qid=1695365115&prefix=coding+%2Caps%2C158&sr=8-9

3 Offers

[Change](#)

4 Review items and shipping

Special Offer

Javier, get 50% off Prime with Prime Student. Only \$7.49/month

prime student

- ✓ Fast, FREE Delivery
- ✓ Student deals and exclusive promotions
- ✓ Endless entertainment and so much more!

[Try Prime Student >](#)

No commitments. Cancel anytime.

Delivery: Sept. 27, 2023 We're sorry. Today's deadline for guaranteed accelerated delivery has expired. Please reselect your shipping speed to see updated shipping information. [\(Details\)](#)
Items shipped from Amazon.com



Programmer Notebook: Coding Developer Notebook Gift For Those Who Love Programming (6 x 9) 110 Pages

by Notebook, Coding Developer

\$6.99

Qty: 6 ▾

Sold by: Amazon.com Services LLC

Amazon Prime eligible [Join now](#)

[Add gift options](#)

Choose a delivery option:

- FREE Prime Delivery with **prime student**
- Wednesday, Sept. 27**
FREE Shipping
- Sunday, Sept. 24**
\$6.99 - Shipping

[Place your order](#)

Order total: \$45.90

By placing your order, you agree to Amazon's [privacy notice and conditions of use](#).

[Place your order](#)

By placing your order, you agree to Amazon's [privacy notice and conditions of use](#).

Order Summary

Items (6):	\$41.94
Shipping & handling:	\$8.25
Free Shipping:	-\$8.25
Total before tax:	\$41.94
Estimated tax to be collected:	\$3.96

Order total: \$45.90

Qualifying offers:

- Free Shipping

[How are shipping costs calculated?](#)

Need help? [Check our Help pages](#) or [contact us](#)

For an item sold by Amazon.com: When you click the "Place your order" button, we'll send you an email message acknowledging receipt of your order. Your contract to purchase an item will not be complete until we send you an email notifying you that the item has been shipped.

[Important information about sales tax you may owe in your state](#)

You may return new, unopened merchandise in original condition within 30 days of delivery. Exceptions and restrictions apply. See Amazon.com's [Returns Policy](#).



Google Developer Student Clubs
California State University, Los Angeles
Learn. Grow. Connect.

INFO SESSION

FALL 2023

Tuesday, October 3

@ 2:30 - 3:30pm

University-Student Union

Board Room North



GDSC is for students interested in hands-on workshops, speakers from the industry, and project-building activities to grow their skills, network, and career.

Undergraduate and graduate students from all majors are welcome to join! No experience is required.



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