

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

CLUB/ORG: SHPE Cal State LA (SHESS)
 EVENT TITLE: GMIS Conference
 DATE(S) OF EVENT: 10/11-10/14 SEMESTER: FALL
 EVENT LOCATION: Pasadena Convention Center
 TOTAL ATTENDANCE: 500
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 This event is a professional development conference where students from Cal State LA can attend workshops, career fairs, and even receive an interviews.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will enhance the Cal State LA experience because it will not only promote Cal State LA but it's students who can receive internships and full time offers by the end of the conference.

PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Registration Cost	\$3000

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$3000
 TOTAL REQUESTED FROM ASI \$3000
 AMOUNT FROM OTHER SOURCES \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 There will be no other sources for this event, only assistance will be for registratino cost for 24 students.

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____

Event Registration

GMiS Conference

Submitted By: [REDACTED]

[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?

Society of Hispanic Engineering and Science Students

Event Name

GMiS Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

About the event

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

Great Minds in Stem (GMiS) is a yearly conference that aims to expand the knowledge-base and provide access to career growth opportunities to all STEM students within the United States. Students have face-to-face time with Fortune 500 Companies and Federal Agencies about possible internships and job opportunities. There are opportunities for students to speak with Academic Institutions about graduate or transfer opportunities to further their STEM education

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

10/11/2023 - 7:00 AM

End Date/Time

10/14/2023 - 5:00 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?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires http:// or https://

<https://greatmindsinstem.org/gmis-conference/>

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.

300 E Green St, Pasadena, CA 91101

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

[REDACTED]

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?

Social Media

Social Media Site

Instagram

Social Media Handle

shpe_calstatela

Marketing Media Upload*

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

[42df8888-99a5-4e7c-b392-f751a7f91175.png](#)

Who is invited to this event?

Student organization members

Cal State LA Community

General Public

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

COMMUNITY BUILDING AND CELEBRATION

CONFERENCE

LEADERSHIP DEVELOPMENT

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.

35TH GMIS CONFERENCE

Est. 1989

OCTOBER 11-14, 2023

Sign Up



Use code REG125-23 at checkout for a student discount

Sign Up



Use code to express interest in attending GMIS and for an opportunity to receive funding!

About the GMIS Conference

- ✓ Bring your resume and receive face-to-face time with Fortune 500 Companies and Federal Agencies about your dream job
- ✓ Enjoy interactive NET Talks held by our sponsors and learn valuable information about how to get or first (or next) position within a STEM field
- ✓ Speak with Academic Institutions about graduate or transfer opportunities



PASADENA CONVENTION CENTER

For More Information

shesscalstatela@gmail.com

ASST

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 describe your event. Note organization meetings and tabling must also be registered.

Conference/Convention/Meeting Attendance

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?

Yes

Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held. Security will be checking guest for valid registration documentation.

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.

Off Campus Event

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?

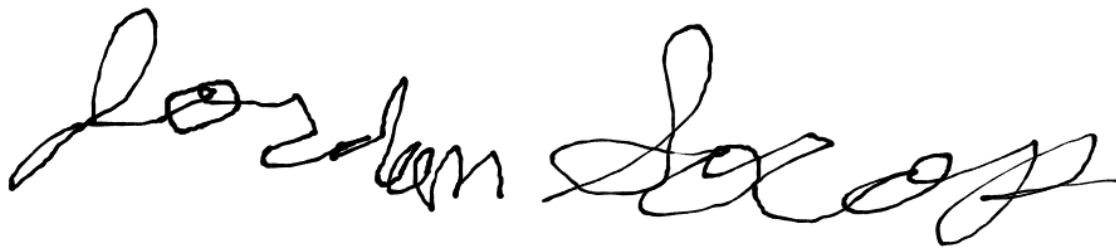
No

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

A handwritten signature in black ink, appearing to read "Jordan Lopez". The signature is written in a cursive, flowing style.

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

ASI Requesting Fund

SHPE Cal State LA (SHESS)

Why is the fund being requested?

The fund is being requested to help fully sponsor 24 students to the GMiS (Great Minds in STEM) conference held annually. This year it will be held at the Pasadena Convention Center, address: 300 E Green St, Pasadena, CA 91101. The reason we are requesting this fund is because we are trying to promote this conference so students attend and further their professional development. This is important because for engineering students at the college of ECST they are more than highly likely to receive a full time offer after they graduate or an internship.

For more information on GMiS please visit the [link](#).

Budget Breakdown:

Cost of Registration	Student	Total
Early Bird \$125	24	\$3000



Registration Rates

The 35th Anniversary GMIS Conference Registration Rates are as follows:

Registration Type	Early-bird (current - 9/15)	Regular Rate (9/16 - 10/7)	One-Site (10/11- 10/14)
Professionals: Includes access to conference events, except those hosted by CAHSI.	\$850.00	\$850.00	\$850.00
Students - General: Includes access to most conference events, except the Military & STEM Heroes Dinner, Ray Mellado Recognition, private receptions, and CAHSI events.	\$175.00	\$225.00	\$250.00
Students - CAHSI: Includes access to CAHSI events and most GMIS events, except the Military & STEM Heroes Dinner, Ray Mellado Recognition, and private receptions.	Special Pricing		
Academic/Non-Profit: Includes one Full Professional Registration	\$550.00	\$550.00	\$550.00
Academic/Non-Profit with a Career Fair Booth: Includes one Full Professional Registration plus a 10x10 booth at the Career and Graduate School Fair	\$750.00	\$750.00	Not Available
Career and Graduate School Fair - Exhibitors Only: Includes access <u>ONLY</u> to the Career and Graduate School Fair. Must have already purchased a booth. Cannot be combined with Single Event Only)	\$100.00	\$100.00	\$100.00
Single Event Only - Limited to one of the following: Salute to Military & STEM Heroes Dinner, Ray Mellado Recognition, HENAAC Awards Show, or Student Leadership Awards Show. Children, who need a seat at the event must have a paid ticket.	\$125.00	\$125.00	\$125.00

Dear Associated Students, Inc (ASI),

As the chapter advisor, I provide this letter in strong support for the participation of the Society of Hispanic Professional Engineers (SHPE) Cal State LA student chapter in the Great Minds in STEM (GMiS) Professional Development Conference taking place at the Pasadena Convention Center from October 11-14, 2023. This one-of-a-kind conference will provide the SHPE Cal State LA students with numerous benefits, including but not limited to:

1. **Acquirement of New Knowledge:** Attending this conference will provide students with the opportunity to acquire cutting-edge knowledge, industry insights, and best practices. This knowledge will enable students to stay ahead of industry trends and make informed decisions that benefit them, the SHPE Cal State LA chapter, and our college.
2. **Development of Soft-Skills:** The conference offers a diverse range of workshops and sessions that focus on developing soft skills necessary for obtaining internships and full-time positions. These hands-on learning opportunities will allow students to enhance their skills in topics like resume-writing, interview preparation, networking skills, leadership development, etc. The practical knowledge gained will directly contribute to improving their career outcomes as well as those of our entire engineering campus community.
3. **Networking Opportunities:** This conference provides a unique experience to network with academic and industry experts and leaders. Building and nurturing professional relationships leads to collaborations, partnerships, and access to valuable resources that benefits them, the student organization, and the campus.
4. **Personal Growth:** Professional development conferences are not just about enhancing technical skills; they also foster personal growth. The experience of attending such events helps boost confidence, leadership abilities, and the ability to adapt to change – all of which are qualities that positively impact our students.

Why funds are being requested: The funds being requested will help sponsor the registration fees for 24 students to the GMiS (Great Minds in STEM) conference. Traditionally, attending a conference of this caliber has been financially difficult for our students so the ability to get funded truly is life-changing for them. ASI funds will give our engineering students the opportunity to receive internships and full-time offers at their dream companies and/or organizations. This year the conference will be held at the Pasadena Convention Center, address: 300 E Green St, Pasadena, CA 91101. The close proximity of the conference to our campus creates an accessible opportunity for our students.

For more information on GMiS please visit the [link](#).

Budget Breakdown:

Cost of Registration	Student	Total
Early Bird \$125	24	\$3000

We kindly request your support and approval for the students' attendance at this conference, as we believe it aligns perfectly with the campus' commitment to excellence and development. Thank you for considering this request. Please do not hesitate to reach out for further questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maritza Sanchez', written in a cursive style.

Maritza Sanchez
Assistant Professor
Department of Mechanical Engineering
California State University, Los Angeles
E: msanch260@calstatela.edu
T: 323-343-4515



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