

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: Association for Computing Machinery
OFFICER TITLE: [REDACTED]	EVENT TITLE: ACM Movie Night
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 10/28/2023 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: 1 E Main St Alhambra, CA 91801
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 100
SIGNATURE: [REDACTED]	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 at the Regal Edwards Theater in Alhambra.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 Movie night will allow students to see the most exciting blockbusters and enjoy the moviegoer experience as a large family

PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		\$10.50 x 100 Movie Ticket Vouchers	\$1050

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 1050

TOTAL REQUESTED FROM ASI 1050

AMOUNT FROM OTHER SOURCES [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: _____



Event Registration on

ACM Movie Night

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?
Association for Computing Machinery

Event Name

ACM Movie Night

Estimated Attendance

Please describe the estimated attendance of participants for this event.
20

About the event

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

ACM will host a movie night, where we get together as a community to watch the hottest movie of the semester. This semester we will be watching *Five Nights at Freddy's* at the Rega Edwards Ambra Theater hopefully on premier day! The only activities planned are to gather outside the theater for a photo, and then to enter the theater to watch the same 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

10/28/2023 - 4:00 PM

End Date/Time

10/28/2023 - 6:00 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.

Rega Edwards A hamba Rena ssance, 1 E Ma n St, A hamba, CA 91801

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?

Website

Social Media

Social Media Site

Instagram

Social Media Handle

ca state a_acm

Website URL for marketing

Requires http:// or https://

<https://acm-ca.statea.com/>

Marketing Media Upload*

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

[60294bf5-aeff-458b-997e-e0a287a75056.png](#)

Who is invited to this event?

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.

FUNDRAISER

MOVIE/FILM

RECREATION

SOCIAL

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.



@ EDWARDS
THEATER IN
ALHAMBRA

JOIN US FOR A BITE AT

**Five Nights
at
Freddy's**

MOVIE NIGHT

DATE: 10/27/2023

TIME: 4:00

**CONTACT ANY ACM LEADER TO
BUY TICKETS AT A CHEAPER
RATE THAN THEATER PRICE**



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.

Proceeds to Benefit (Fundraisers, Tabling Selling Non-Food/Items, Collecting Donations)

Recreation Program

Social 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?

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://as.calstatea.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance via email: asvcf@calstatea.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.

Yes, we plan on showing a movie.

What is the title of the movie?

Five Nights at Freddy's

How do you plan on showing the movie?

We have obtained expressed consent and permission from the owner of the film.

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Ca 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 organization 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 a University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Ca 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?

ACM will purchase movie ticket vouchers from ASI and then sell them to the attendants of the event for \$12

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

Approved Exempt Status

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

Andres Dominguez

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, California 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 organizationa 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 instructions provided by CSI, including submitting a completed forms and requested documents.

Alcohol: In accordance with [Administrative Procedure 019 - Alcohol 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 Alcohol 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](#).

Product Name	Unit Price	Quantity	Subtotal
 Premiere Movie Ticket - \$9.00	\$9.00	<input type="text" value="100"/>	\$900.00



- [CONTINUE SHOPPING](#)
- [CLEAR SHOPPING CART](#)
- [UPDATE SHOPPING CART](#)

 [Shipping](#)

[Privacy & Security](#)

[Your Account](#)

Discount Codes

[APPLY DISCOUNT](#)

Subtotal	\$900.00
Tax	\$0.00
Order Total	\$900.00

[PROCEED TO CHECKOUT](#)

To: Maldonado, A

Mon 10/9/2023 2:11 PM



2 attachments (2 MB) Save all to OneDrive - Cal State LA Download all

Good afternoon Amanda,

The updated flyer as well as the back up cost of the movie vouchers are attached. I wanted to state that the Theater of Alhambra told me they would be charging \$1.50 for each movie ticket voucher redeemed for the upcoming Movie Night, which is why I added the charge to the Funding request form.

Sent from [Mail](#) for Windows

JOIN US

FOR A BITE AT

**Five Nights
at
Freddy's**

MOVIE NIGHT

DATE: 10/27/2023

TIME: 4:00 PM

LOCATION: REGAL EDWARDS

ALHAMBRA

Contact **any ACM Leader** to
buy tickets at a cheaper
rate than theater price!