

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: *Joseph Acosta*

CLUB/ORG: Association for Computing Machinery
 EVENT TITLE: Game Night
 DATE(S) OF EVENT: 11/08/2023 SEMESTER: FALL
 EVENT LOCATION: USU Building - Los Angeles Ballroom
 TOTAL ATTENDANCE: 30
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 Game Night is a tradition where students either casually partake in game activities or participate in competitive brackets. We would like to host this semester.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This program will give the opportunity for students to relax and play some games as well as make meaningful connections with each other improving their college experience.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	\$12.99 x 6 Costco Pizza	\$77.94
	\$15.99 x 2 Caprisuns	\$31.98
	\$3.99 x 2 Kirkland Water Bottles	\$7.98
	\$18.99 x 2 Frito-Lay Fun Flavor Mix, Va	\$37.98

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	\$10x10 Amazon Gift Cards	\$100

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 255.88
 TOTAL REQUESTED FROM ASI: 255.88
 AMOUNT FROM OTHER SOURCES: [REDACTED]
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 We are going to be reserving the Los Angeles Ballroom

OFFICE USE ONLY
 STAFF INITIALS: [REDACTED]
 TIME STAMP: [REDACTED]





Event Registration

Game Night

Revised By:

Pending Approval

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

Game Night

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.

Game night is a tradition held by ACM where members either casually partake in-game activities or participate in competitive brackets. Game night will allow students a respite from intensive and help them grow comfortable with socializing. It is a great opportunity for students to socialize and network with each other. Students will have the opportunity to play games with each other.

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

11/08/2023 - 6:00 PM

End Date/Time

11/08/2023 - 8:00 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://forms.gle/4SRmtHWaut9qP8n76>

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.

USU Building - Los Angeles Room

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?

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

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.

FOOD

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.



Heads Up!

GAME NIGHT

@ACM

09 | 19 | 23 - 06:00 PM

Location: TBD

Hang out, relax,
socialize, or just show
off your skills!

Anyone is welcome to
join us

- We will be giving out one Nintendo Switch and an Oculus Quest 2!



- Enjoy provided food and drinks!
- Giftcard giveaways, and more!



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.

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.

Yes

Who will be providing the food?

Student Organization

Temporary Food Facility Form Upload*

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

Check the resources section below for a link to the form.

[62cf8d47-54f7-4ce4-89d7-a1e8f6c2b2c5.pdf](#)

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 that reads "Joseph Acosta". 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**



Hope you enjoy this Amazon Gift Card!

\$10.00

Amazon.com Gift Card

Explore holiday eGift Card options

Amazon.com eGift Card

Gift Cards

1. Gift card design

Standard Animated Your Photo/Video

Design **Gravy Thank You**



2. Enter your gift card details

This eGift Card can only be used to purchase eligible goods and services available on Amazon.com, and cannot be used as a payment method for other purchases.

Amount

Delivery Email Text Message



Home / Grocery, Household Essentials & Pet / Snacks / Chips & Pretzels



2-Day Delivery

Frito-Lay Fun Flavor Mix, Variety Pack, 54-count

Item 1219261

Your Price

\$18.99

Price Per OUNCE \$0.47

2 Business Day Delivery when ordered by 12pm noon local time
No separate delivery fee with 2-Day orders of \$75 or more

Features

- Fun Flavor Mix
- Variety Pack
- 54-Count
- Mix of Favorite Brands and Snacks
- Convenient and Compact Box

[← Back](#)

[View choice](#)

Kirkland Signature Purified Drinking Water, 16.9 fl oz, 40-count

Shop at [Kirkland Signature](#)

16.9 fl oz

Details

May be subject to local warehouse quantity limits.

[Read more](#)



[Home](#) / [Grocery](#) / [Household Essentials & Pet](#) / [Beverages & Water](#) / [Juice](#)



2-Day Delivery

Capri Sun, 100% Juice, Variety Pack, 6 fl oz, 40-Count

Item 43651

Your Price

\$15.99

Price Per POUCH: \$0.40

2 Business Day Delivery when ordered by 12pm noon local time. No separate delivery fee with 2-Day orders of \$75 or more.

Features

- Made From Concentrate
- No Artificial Colors
- No Preservatives
- No Added Sugar
- 40-count

KIRKLAND

KIRKLAND

KIRKLAND

KIRKLAND

KIRKLAND

KIRKLAND

ROAST BEEF SANDWICH
 3.5oz roast beef, cheddar cheese, lettuce, tomato, onion, mayo, whole wheat bun. 100% whole grain. 790 cal.

CHICKEN BAKE
 3oz chicken breast, cheddar cheese, baking, Italian seasoning. 840 cal.

PIZZA

SLICE 1.99	18" WHOLE 9.95
CHEESE: 710 cal.	4,260 cal.
PEPPERONI: 850 cal.	3,880 cal.

COSTCO FOOD

acm
CAL STATE LA



Heads Up!

GAME NIGHT

@ACM

☆ 11 | 08 | 23 @ 6:00 - 8:00 PM

Location: Los Angeles Room

Hang out, relax,
socialize, or just show
off your skills!

Anyone's welcome to
join, eat, socialize and
compete!

- We will be giving out one Nintendo Switch and an Oculus Quest 2!



- Enjoy provided food and drinks!
- Giftcard giveaways, and more!



ASU

ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND SPIRITUS PRESENTS ARE NOT
REGISTRABLE TRADE OF ASSOCIATED STUDENTS, INC.