

# 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: Association for Computing Machinery  
 EVENT TITLE: Final Project Session Workshop  
 DATE(S) OF EVENT: 11/14/2023 SEMESTER: FALL  
 EVENT LOCATION: ET A127  
 TOTAL ATTENDANCE: 40  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 Students are actively engaged in learning how to create a 2D platformer game. Our Project leaders teach students about game design. This event will congratulate students who completed the project.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 The projects are designed to help students gain experience in game design and add this project to their resume. This will improve their coding skills as well as procure an interest in game design. Creativity is

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	\$18.99 x 2 Flaming Hot Flavor Mix, Variety	\$37.98
	\$15.99 x 1 Caprisuns	\$15.99
	\$8.49 x 1 Madelines	\$8.49
	\$13.99 x 1 Oreo Variety 60P	\$13.99
	\$9.95 x 6 Costco Pizza	\$59.70

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	\$50 x 4 Amazon Gift Cards	\$200

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$323.67  
 TOTAL REQUESTED FROM ASI \$350  
 AMOUNT FROM OTHER SOURCES \_\_\_\_\_  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 \_\_\_\_\_

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_  
 TIME STAMP: \_\_\_\_\_



**[APPROVED]**

Event Registration

## Final Advance Workshops #6

Submitted By: [REDACTED]

### 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

Final Advance Workshops #6

### 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.

This will be the fourth installment where students and members will be able to work on coding projects where they make games such as Wordle and a 2D platformer. This will provide students the opportunity to create new resume worthy CS projects. People who attend will be able to improve on their coding skills and their overall knowledge will increase on game development. Students will be expected to ask questions as to what they learned about the project and continue to expand as whole.

### 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

11/14/2023 - 3:00 PM

### End Date/Time

11/14/2023 - 4:20 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

By email

### RSVP Link

Requires http:// or https://

<https://forms.gle/XBeMheWhm6jdQ96N7>

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

On-Campus

### On Campus Locations

Other (please describe exact location in the next question)

### 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.

ET A127 - <https://calstatela.zoom.us/j/84133816649>

### 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

## 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

## U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time | or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

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.

EDUCATIONAL

FOOD

LECTURE/SPEAKER

WORKSHOP/SEMINAR

### 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.



# ADVANCED PROJECT WORKSHOP

Create a 2D Platform Game  
using C# and Unity

**Starting Sep.5th**  
Workshops occur  
every other Tue. from  
3:00 - 4:20 pm

*asynchronous option is available*

**Room :**  
**ET A127**



**SIGN-UP HERE**

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.

## 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.

[4b5e68f7-6b4e-45d2-b4f2-1440bd103c87.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](mailto: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?

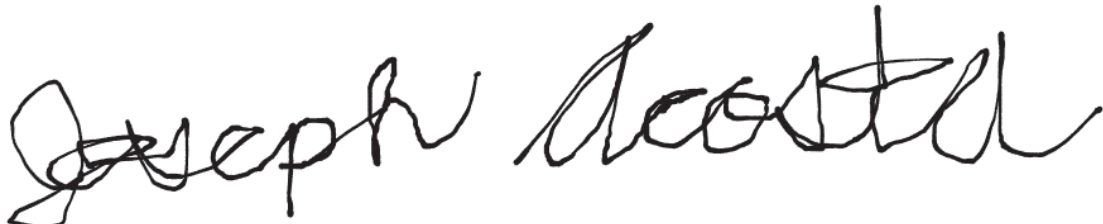
No

## 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 style with a large initial "J" and "A".

**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](#).

**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.

## 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](#).

#### 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](#)



Product Details

## 2-Day Delivery

Sugar Bowl Bakery, Madeleine Cookies, 1 oz, 28-Count

Item 1253912

Your Price **\$10.99**

Price Per OUNCE: \$0.39

2 Business Day Delivery when ordered by 12pm noon local time.

No separate delivery fee with 2-Day orders of \$75 or more.

Features:

- Kosher
- Individually wrapped
- Made in the USA
- 28-Count
- Net Weight: 28 oz

Specifications

Share Print

Delivery

Quantity selector: 1

Add to Cart

Same-Day Delivery

Powered by **instacart**

Prices and Availability Will Vary

Shop Same-Day Now

Add to List

Shipping & Returns

Feedback



Product Details

OREO Sandwich Cookies, Chocolate and Golden Variety Pack, 60 ct

Item 1483585

Delivered Price **\$15.99**

Price Per Each: \$0.27

Features:

- Full-size OREO cookies in convenient snack packs
- Brighten your day with these delicious lunch snacks
- Individually packaged for simple storage and easy on the go snacking
- Variety includes: Original, Double Stuf, Golden Vanilla

Specifications

Quantity selector: 1

Add to Cart

Add to List

Compare Product

Share Print

Shipping & Returns

### Product Details



Product Details

Kirkland Signature Purified Drinking Water, 16.9 fl oz, 40 ct

Item 782796

Delivered Price **\$7.79**

CA REDEMP VAL N EE **\$2.00**

Your Price **\$9.79**

Price Per Bottle: \$0.20

Features:

- Perfect size for an on-the-go lifestyle, school lunches, sports, events and entertaining
- Zero calories, no sweeteners and no artificial colors or flavors
- Bottled using the highest quality standards in the industry
- Minerals added for a pure, refreshing taste

Specifications

Quantity selector: 1

Add to Cart

Add to List

Compare Product

Share Print

Shipping & Returns



## 2-Day Delivery

Frito-Lay Flamin' Hot Mix, Variety Pack, 54 ct

Item 1542578

Your Price **\$24.99**

Price Per OUNCE: \$0.48

2 Business Day Delivery when ordered by 12pm noon local time.

No separate delivery fee with 2-Day orders of \$75 or more.

Features:

- Flamin' Hot Mix
- Mix of Favorite Brands And Snacks
- Convenient And Compact Box
- 54 ct
- Cumulative bag net weight 52.25oz

[Share](#) [Print](#)

Delivery

Quantity selector:

[Add to Cart](#)

Feedback

Same-Day Delivery

Powered by **instacart**  
Prices and Availability Will Vary

[Shop Same-Day Now](#)

[Add to List](#)

Shipping & Returns

Product Details

Specifications



## 2-Day Delivery

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

Item 438851

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

[Share](#) [Print](#)

Delivery

Quantity selector:

[Add to Cart](#)

Feedback

Same-Day Delivery

Powered by **instacart**  
Prices and Availability Will Vary

[Shop Same-Day Now](#)

[Add to List](#)

Shipping & Returns

Product Details

Specifications

Nutritional Information



Hope you enjoy this Amazon Gift Card!

**\$50.00**

Amazon.com Gift Card



[Click image to preview](#)

## Amazon.com eGift Card

by Amazon

★★★★★ 877,708 customer ratings

### 1. Gift card design

- Standard
- Animated
- Your Photo/Video

Design: Amazon Smile - Ornaments



[See more](#)

### 2. Enter your gift card details

This Gift Card can only be used to purchase eligible goods and services available on

Qty: 1 gift card  
**\$50.00**

Add to cart

or

Buy Now





# ADVANCED PROJECT WORKSHOP

Create a 2D Platform Game  
using C# and Unity

*Starting Sep.5th*

Workshops occur  
every other Tue. from  
3:00 - 4:20 pm

*asynchronous option is available*

Room :  
ET A127



SIGN-UP HERE





## Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

**Note:** This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

**Event Information:**

Name of Student Organization: Association for Computing Machinery

Event Name/Title: Final Advance Workshops #6

Event Location: 5151 State University Dr, Los Angeles, CA 90032

Event Start Date: 11/14/2023 Event End Date: 11/14/2023 Hours of Operation: 3:00 pm to 4:20 pm

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

**Food Handler(s) Information:**

 **Food Handler Certificate(s)**

Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

**Note:** At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

**Food Type/Source Information:**  Snack Sale  Food Sale  Catering  Other: Free food for attendees

List exact food/beverage(s) that will be sold/served, including ingredients: Costco Pizza, Caprisuns, Kirkland Water Bottles, Chips

Will alcohol be served/sold?  Yes  No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? The food will be delivered directly from Costco to the event

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).  
Costco - 2207 W Commonwealth Ave, Alhambra, CA 91803

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*For more locations, add them on a page as and attach it.*



### Catering/Vendor Information:


If you intend to use a licensed vendor to provide food at this event, please attach the following documents:

- County of Los Angeles Public Health Permit
- Business License
- Sellers Permit
- Certificate of Liability Insurance

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

	<u>Joseph Acosta</u>	10/30/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Nov 9, 2023 10:52 PST)</small>	11/09/2023
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Nov 9, 2023 13:49 PST)</small>	11/09/2023
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Nov 9, 2023 14:11 PST)</small>	11/09/2023
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE