ASSOCIATED STUDENTS, INC.

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.

- [x] CSI EVENT REGISTRATION FORM
- [x] EVENT ESTIMATES / INVOICES (NOT PAID)
- [x] EVENT FLYER WITH ASI LOGO
- [x] 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: ACM Hackathon
DATE(S) OF EVENT: 11/15/2023 SEMESTER: FALL
EVENT LOCATION: San Gabriel Room
TOTAL ATTENDANCE: 40
EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The event will consist of two sections, a project session and an exam where winners will be able to win prizes and add them to their resumes.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program provides the opportunity for students to add resume worthy projects as well as adding that they participated in a Hackathon. This is an opportunity to socialize and gain a better understanding in the CS

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Box of Chips from Costco 54-count ($2	48
Costco Chicken and Swiss Roller Platte	78
40 Pouch Capri Sun Fruit Drinks ($12 x	24
Costco Pizza ($11 x 5)	55

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
9 Amazon Gift Cards	$350

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 576.15
TOTAL REQUESTED FROM ASI: 580
AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS:
TIME STAMP:

DIVISION OF STUDENT LIFE

Event Registration

[APPROVED]

ACM Hackathon

Revised 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

ACM Hackathon

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.

ACM Hackathon is where students are able to participate in a challenging, yet rewarding programming event. The questions will consist of Leet Code questions which will be altered to prevent participants from cheating. Participants will have the opportunity to receive Amazon Gift cards in the form of prizes for their hard work and effort. Leaders of the event will be assisting participants in case they have any issues with answering the questions.

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

11/15/2023 - 3:00 PM

End Date/Time

11/15/2023 - 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

By email

RSVP Link

Requires http:// or https://

https://forms.gle/B3p37jxuVrrV8caGA

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.

Los Angeles Ballroom

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?

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

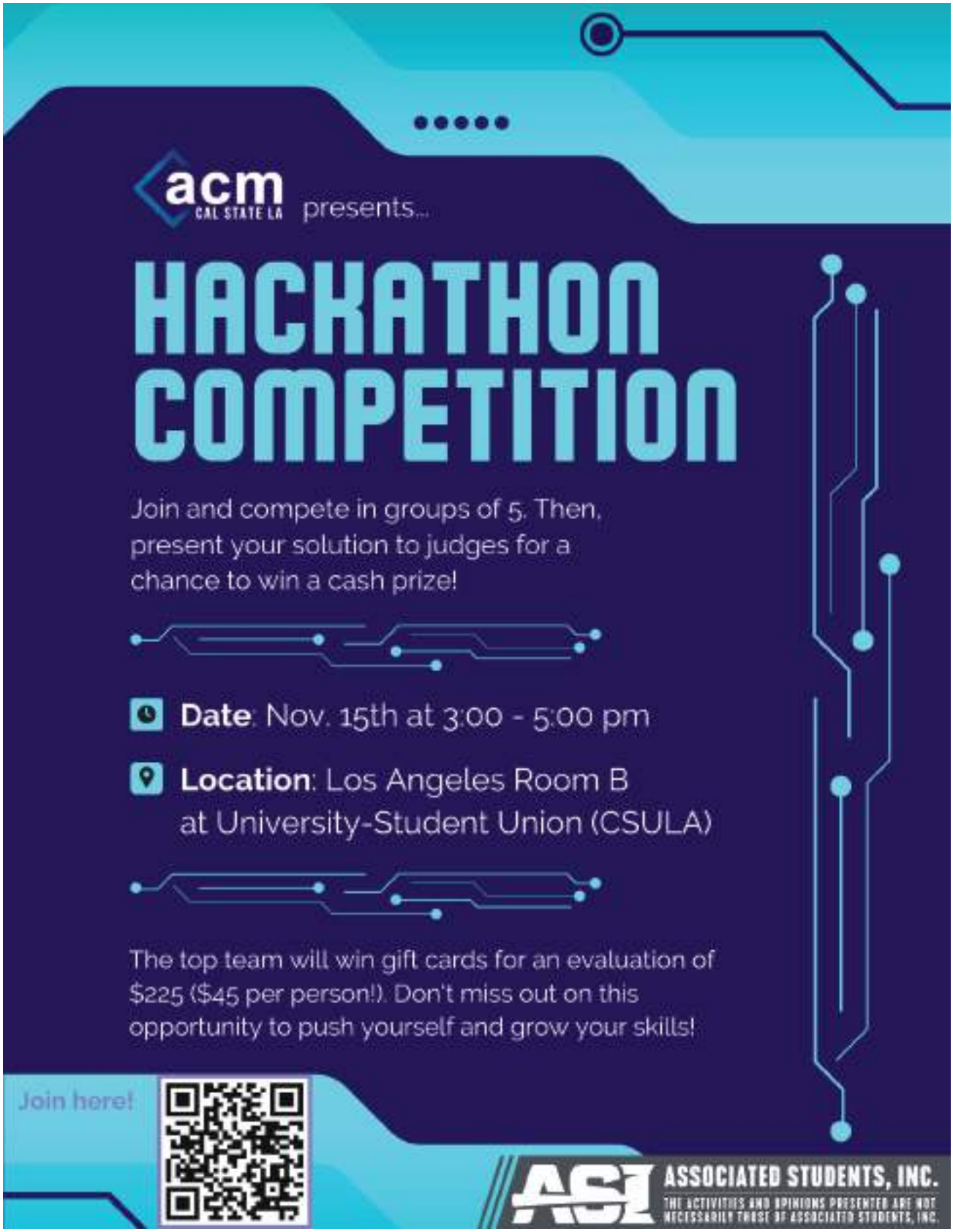
Tags

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

EDUCATIONAL FOOD 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.



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

Recreational 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.

94e448b5-b29e-4525-97f9-44404afc787c.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

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

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**

Food / Deli / Prepared Meals / Prepared Sandwiches and Wraps

Kirkland Signature Roasted Chicken & Swiss Roller Tray, 12 ct

$19.14

12 ct

− 1 + Add to cart

Popular Item

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

2-Day Delivery

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

Item 1218201

Your Price $23.99

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

Home / Grocery, Household Essentials & Pet / Beverages & Water / Juice

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

KIRKLAND
KIRKLAND
KIRKLAND
6.99
9.99
CHICKEN BAKE
3.99
840 cal.
PIZZA
1.99
9.95
COSTCO
FOOD

THANK YOU!
$38.00
Amazon.com eGift Card
1. Gift card design
2. Enter your gift card details

CAL STATE LA
RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

RMEHS Office Use Only
PERMIT #: 23-120

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: Hackathon

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

Event Start Date: 10/25/2023 Event End Date: 10/25/2023 Hours of Operation: 3:00 pm to 6:00 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, Chicken and Swiss Roll Platters, 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.

CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

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

Attach Documents

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.

[redacted]	Joseph A Acosta Joseph A Acosta (Oct 12, 2023 00:12 PDT)	10/12/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina		10/12/2023
2. Name of Center for Student Involvement Approver *(USU 204) (Student Organizations Only)*	Signature	DATE
Daniel Keenan	Daniel Keenan Daniel Keenan (Oct 19, 2023 09:58 PDT)	10/19/2023
3. Name of University Auxiliary Services, Inc. Approver *(Golden Eagle Bldg. 314)*	Signature	DATE
Mike Morales	Mike Morales Mike Morales (Oct 19, 2023 12:52 PDT)	10/19/2023
4. Name of Environmental Health & Safety Approver *(Corporation Yard Bldg. 244)*	Signature	DATE

acm CAL STATE LA presents...

HACKATHON COMPETITION

Join and compete in groups of 5. Then, present your solution to judges for a chance to win a cash prize!

Date: Nov. 15th at 3:00 - 5:00 pm

Location: Los Angeles Room B at University-Student Union (CSULA)

The top team will win gift cards for an evaluation of $225 ($45 per person!). Don't miss out on this opportunity to push yourself and grow your skills!

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

acm CAL STATE LA presents...

ALGORITHM ARENA

Join and compete against your peers in a coding exam for a chance to win a cash prize, and bulk up your resume!

Date: Nov. 15th at 6:00 - 8:00 pm

Location: Los Angeles Room B at University-Student Union (CSULA)

The top 3 individuals will win gift cards ranging from $25 - $65. Don't miss out on this opportunity to push yourself and grow your skills!

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