

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: ACM Community Hangout
 DATE(S) OF EVENT: 12/01/2023 SEMESTER: FALL
 EVENT LOCATION: Los Angeles Ballroom ABC
 TOTAL ATTENDANCE: 80
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 80

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

ACM will be hosting a community hangout where students are invited to come with ACM and kick back with us by playing games and winning prizes. We will also be hosting food for our event.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The Community Hangout is designed to have students engage with each other and create meaningful connections and relationships. We want to build our community and show students our CSULA spirit!

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	\$18.99 x 2 Frito-Lay Fun Flavor Mix, Va	\$37.98
	\$15.99 x 2 Caprisuns	\$31.98
	\$4.99 x 1 Costco Water	\$4.99
	\$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 2 Amazon Gift Cards	\$100

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$263.88
 TOTAL REQUESTED FROM ASI \$270
 AMOUNT FROM OTHER SOURCES _____

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS _____

TIME STAMP: _____



Event Registration on

ACM Community Hangout

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 Community Hangout

Estimated Attendance

Please describe the estimated attendance of participants for this event.
80

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

This Community Hangout event will be a collaboration between multiple clubs such as ASME and others. This opportunity is for a CSULA students to get together and enjoy some food and games with each other. This semester, we want to connect and

collaborate with different clubs to figure out future events for all our members and students alike to get to know each other. It is extremely important for us to have our community member to create meaningful connections as well as relationships with each other since that brings a positive vibe to our campus. We are looking forward to meeting new faces and hopefully have a more engaging community for people to hang around and become a part of something bigger.

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

12/01/2023 - 10:00 AM

End Date/Time

12/02/2023 - 5:15 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/374jksNvRhM6p1tu6>

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 Ba room ABC

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?

Email

Website

Website URL for marketing

Requires http:// or https://
https://acm-ca state a.com/

Who is invited to this event?

Student organization members

Ca 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.

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

FOOD

GOLDEN EAGLES/CAMPUS SPIRIT

LEADERSHIP DEVELOPMENT

RECREATION

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.

ACM PRESENTS...

COMMUNITY HANGOUT



Come together with ACM friends, for an unforgettable potluck event filled with laughter, good times, and mouthwatering dishes!

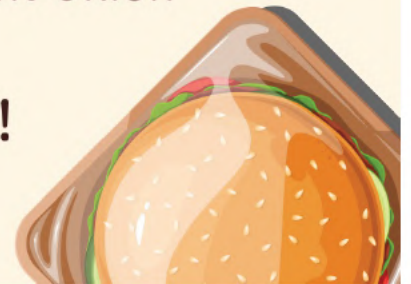


Friday,
Dec. 1st 2023



Location:
Los Angeles Room @
Student Union

More Info :
Join the ACM Discord!



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.

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.

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.

[799edbfd-4e91-4dea-b148-06786c12f2c8.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://asica.statea.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance via email asvcf@ca.statea.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?

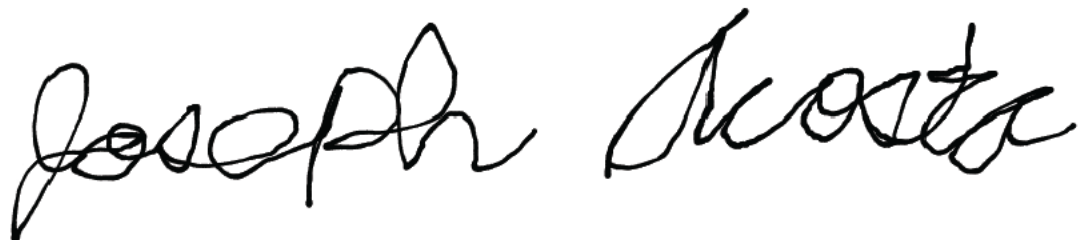
No

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 Costa". 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](#).



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

Qty: 1 gift card
\$50.00

Add to cart

or

Buy Now

2. Enter your gift card details

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

Home / Candy & Snacks / Cookies



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

— 1 +

Add to Cart

Add to List

Compare Product

Share Print

Product Details

Specifications

Shipping & Returns

Product Details

Home / Beverages / Water / Bottled Water



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

— 1 +

Add to Cart

Add to List

Compare Product

Share Print

Product Details

Specifications

Shipping & Returns



2-Day Delivery

Frito Lay Classic Mix, 1 oz, Variety Pack, 54-count

Item 1627770

Your Price **\$23.99**

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

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

Features:

- Classic Mix
- Variety Pack
- 54-count
- Mix of Favorite Brands And Snacks
- Convenient And Compact Box

[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

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: 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

Specifications

Nutritional Information



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: Community Hangout

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

Event Start Date: 12/01/2023 Event End Date: 12/01/2023 Hours of Operation: 10:00 am - 5:15 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: _____

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 Wholesale
Address: 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> <small>Joseph Acosta (Nov 8, 2023 02:33 PST)</small>	11/08/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Nov 9, 2023 10:28 PST)</small>	11/09/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Nov 9, 2023 13:51 PST)</small>	11/09/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Nov 9, 2023 14:15 PST)</small>	11/09/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

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Dec. 1st 2023



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