

# 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: Google Developer Student Club (GDSC)
OFFICER TITLE: [REDACTED]	EVENT TITLE: Speaker Session - Michelle Brenner
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 11/14/2023     SEMESTER: FALL
CITY: [REDACTED]     STATE: [REDACTED]     ZIP: [REDACTED]	EVENT LOCATION: U-SU Theatre
PHONE: [REDACTED]     EMAIL: [REDACTED]	TOTAL ATTENDANCE: N/A
SIGNATURE: <i>[Signature]</i>	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:

GDSC has invited Michelle Brenner, a seasoned engineering leader with a remarkable 13-year career in Netflix.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students will discover how her expertise has shaped the tech world. Students will be enlightened on 'Three Habits to Supercharge Your Career Growth.'

## PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Pizza (Est. 10 XL Pizzas)	235		
3x24 Water Pack, Napkins, Plates	29		

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
Amazon Gift Card (Speaker Gift)	200.00	Participation Prizes (Hats from book)	155

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 619  
 TOTAL REQUESTED FROM ASI: 619  
 AMOUNT FROM OTHER SOURCES: 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
N/A

### OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP: [REDACTED]



**[APPROVED]**

Event Registration

## Speaker Session - Michelle Brenner

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?

Google Developer Student Clubs (GDSC)

### Event Name

Speaker Session - Michelle Brenner

### 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.

Welcome to an exceptional event featuring **Michelle Brenner**, an accomplished engineering leader with a rich 13-year career journey. Discover how Michelle's expertise and insights have shaped the tech world as we know it.

#### **About Michelle Brenner:**

Prepare to embark on a journey through the ever-evolving tech landscape with Michelle Brenner, an accomplished engineering leader. With a remarkable 13-year career and her current position at Netflix, she stands at the forefront of pioneering technological advancements.

#### **A Seasoned Speaker:**

Michelle Brenner is not just an engineering powerhouse but also a Professional Speaker. Having graced over 30 conferences worldwide, from the Dominican Republic to Copenhagen, her insights resonate with engineers and teams seeking focus and ROI maximization. Her theme, "Do More, Work Less," is a testament to her commitment to helping professionals strike a balance between efficiency and a fulfilling life.

#### **Discover Three Habits to Supercharge Your Career Growth:**

Join us for Michelle Brenner's enlightening session where she'll unravel "Three Habits to Supercharge Your Career Growth."

This is your opportunity to gain from her wealth of experience and transform your career and life. Don't miss the chance to learn from this remarkable leader and innovator.

Mark your calendar and secure your spot for this transformative event!

## 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 - 1:30 PM

### End Date/Time

11/14/2023 - 5:30 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.

Hybrid

### Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Other (please describe)

### You've selected other. Please enter where you will be hosting this virtual event.

<https://gdsc.community.dev/california-state-university-los-angeles/>

### How can participants RSVP for this event?

Online

### Do participants need to RSVP?

Yes

### RSVP Link

Requires [http://](#) or [https://](#)

<https://gdsc.community.dev/california-state-university-los-angeles/>

### 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.

U-SU 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?

Email

Website

Social Media

## Social Media Site

Instagram

## Social Media Handle

gdsc\_csula

## Website URL for marketing

Requires [http://](#) or [https://](#)

<https://gdsc.community.dev/california-state-university-los-angeles/>

## Marketing Media Upload\*

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

[731a21b4-2ede-48f9-ace9-7d31a4198b87.jpg](#)

## Who is invited to this event?

Student organization members

Cal State LA Community

Other Colleges & Universities

## Which institutions have been invited to this event?

California Polytechnic State University, Pomona

## 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?

Yes

## By agreeing to this statement, you confirm that the file you've uploaded is accurate and contains all the necessary requirements for posting in the U-SU student org display case

CSI will print your file in color and post on your behalf. If the file does not meet the format or content criteria, your graphic may not be posted.

I agree the graphic contains all necessary requirements and is uploaded in the correct format.

## Tags

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

CAREER/PROFESSIONAL DEVELOPMENT

FOOD

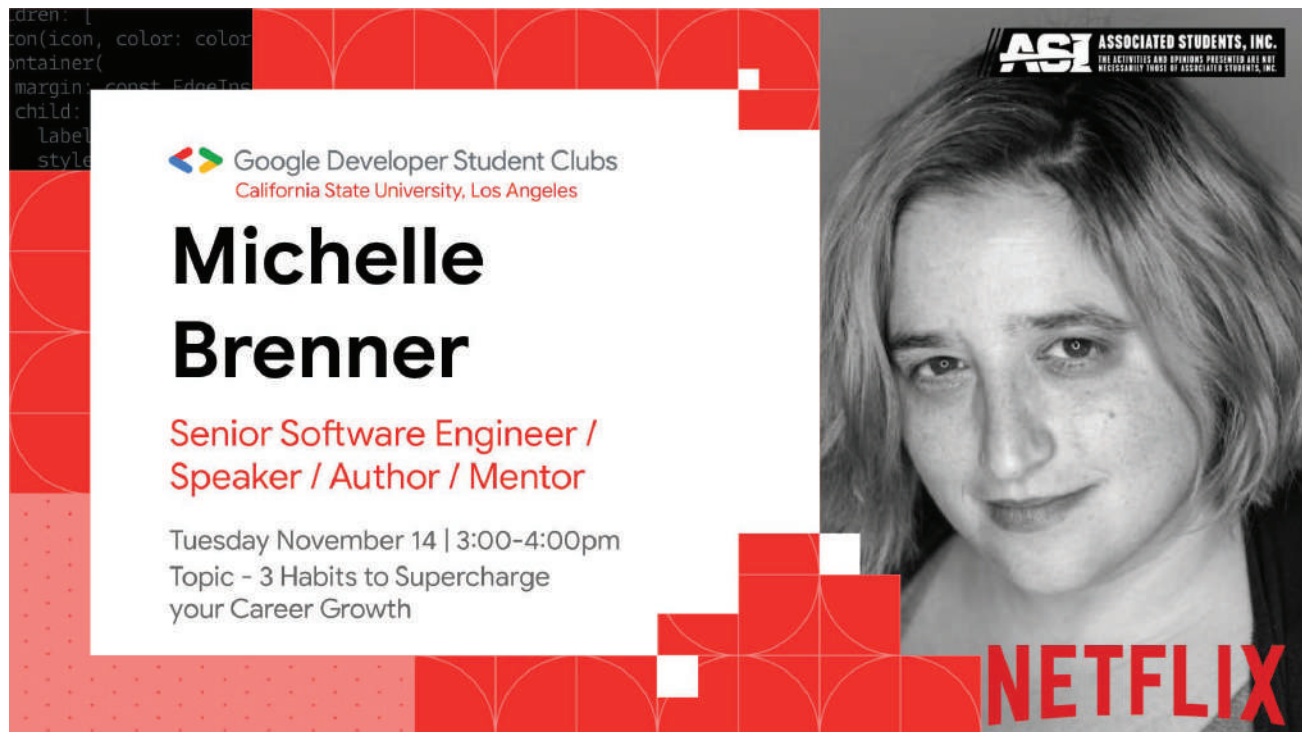
FREE FOOD

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

## 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.

Guest Speaker(s)

### 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

### Please list the name(s) of your invited guest speaker(s).

Michelle Brenner

### 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.

[2668cb20-443e-49c4-850f-062eace3cefa.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?

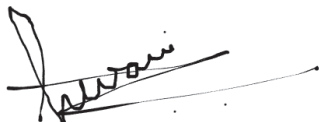
No

## 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, appearing to read "Auton", written over a horizontal line.

**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.



1. 5 Cheese Pizza, 3 Veggie Pizza, 2 Hawaiian Pizza (XL NY Style)

### Your Order

Nov 8th 2023 at 3:00 PM PST

<b>5 Cheese</b> 17" XL NY Pizza	US\$99.95
<b>3 Veggie</b> 17" XL NY Pizza	US\$68.97
<b>2 Hawaiian</b> 17" XL NY Pizza	US\$42.98

**May We Suggest**

Subtotal	US\$211.90
Tax	US\$20.13

**Checkout** **US\$232.03**

2. Water bottles, Napkins & disposable

target.com/cart

Categories Deals What's New Pickup & Delivery What can we help you find? Hi, Javier

## Cart

\$22.95 subtotal • 5 Items

### Order Pickup

5 items at Glendale [Edit items](#)

Dixie Everyday 8.5" Paper Plates

City 1

2-day shipping **\$4.59**

Get it by Sat, Nov 4 when you order by 12:00pm tomorrow

Same Day Delivery with Shipt

Get it as soon as 8pm today [Learn more](#)

Order Pickup

Ready tomorrow at Glendale [Change store](#)

Vanity Fair Everyday 2-Ply Napkins - 250ct

City 1

2-day shipping **\$7.59**

Get it by Sat, Nov 4 when you order by 12:00pm tomorrow

Same Day Delivery with Shipt

Get it as soon as 8pm today [Learn more](#)

Order Pickup

Ready tomorrow at Glendale [Change store](#)

Purified Drinking Water - 24pk/16.9 fl oz Bottles - Good & Gather™

City 3

Shipping not available **\$10.77** each \$3.59

Same Day Delivery with Shipt

Get it as soon as 8pm today [Learn more](#)

Order Pickup

Ready tomorrow at Glendale [Change store](#)

### Order summary

**\$28.80 total** 5 items

Subtotal (5 items) **\$22.95**

Pickup **Free**

Regional fees **\$4.60**

Bottle Deposit Fee

Estimated Bag Fee

Estimated taxes **\$1.25**

Based on 91210

**Total \$28.80**

Want to Save 5% on every Target run?

**\$1366.26**

Spent since 12/02/2019

**\$62.95**

What you could've saved with RedCard

### 3. Speaker Gift Card

amazon.com/cart?ref\_=ewc\_gtc

amazon Deliver to Javier Los Angeles 90042 All Search Amazon EN Hello, Javier Account & Lists Returns & Orders Cart

All Holiday Deals Medical Care Amazon Basics Buy Again Pet Supplies Beauty & Personal Care Coupons Shop By Interest 21:22:56

Javier, get **\$60 off** instantly upon approval for the Amazon Store Card.

Current subtotal: **\$900.00**

Gift Card savings: **-\$60.00**

Cost after savings: **\$840.00**

**\$60 instant gift card**

### Shopping Cart

Deselect all items

Amazon.com Gift Card in a Black Gift Box (Classic Black Card Design)

**\$200.00**

**#1 Best Seller** In Father's Day

In Stock

This is a gift [Learn more](#)

Qty: 1

Subtotal (1 item): **\$200.00**

Subtotal (1 item): **\$200.00**

This order contains a gift

### Your recently viewed items

Amazon.com Gift Card in Various Gift Boxes

★★★★★ 107,643

**\$25.00**

#### 4. Participation Prizes (4 hats from Uni Bookstore).

### Order Summary


You qualify for A **COUPON CODE**. Use Code:  
**UPTO30OFFSALE**

Item Total	\$116.92
Standard: 3-7 Business Days	\$6.99
Handling ⓘ	\$2.00
Tax	\$11.30
<b>Total</b>	<b>\$137.21</b>

Includes shipping & handling

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### Items (4)




Mens Nike BLK California State University at Los Angeles NCAA NK DF L91 Adj

**\$26<sup>98</sup> with code**  
Reg. ~~\$29<sup>98</sup>~~

SIZE OSFA    QUANTITY 1

This item will ship within 3 business days.

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Cal State L.A. Nike Swoosh Flex Cap Hat

**\$22<sup>48</sup> with code**  
Reg. ~~\$24<sup>98</sup>~~

SIZE OSFA    QUANTITY 1

This item will ship within 3 business days.

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California State University Los Angeles Alps Cuff Faux Pom B

**\$26<sup>98</sup> with code**  
Reg. ~~\$29<sup>98</sup>~~

SIZE OSFA    QUANTITY 1

This item will ship within 3 business days.

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Mens Nike GRY California State University at Los Angeles NCAA Classic Swoosh

**\$28<sup>78</sup> with code**  
Reg. ~~\$31<sup>98</sup>~~

SIZE M/L    QUANTITY 1

This item will ship within 3 business days.



## 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: Google Developer Student Clubs (GDSC)

Event Name/Title: Guest Speaker Session - Michelle Brenner

Event Location: U-SU Rooms

Event Start Date: 11/14/2023 Event End Date: 11/14/2023 Hours of Operation: 2

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: \_\_\_\_\_

Cheese Pizza (XL NY pizza made with fresh, hand-stretched dough, topped with San Marzano-style tomato sauce and 100% whole milk mozzarella), Veggie Pizza (XL NY pizza made with fresh, hand-stretched dough, topped with San Marzano-style tomato sauce, 100% whole milk mozzarella, spinach, tomatoes,

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? We aim to serve the pizzas to guests right at the beginning of the event to minimize the time they spend at room temperature. \_\_\_\_\_

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Sbarro, 5151 State University Dr, Los Angeles, CA 90032

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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><i>Dhwani Vaishnav</i></u> <small>Dhwani Vaishnav (Oct 13, 2023 10:35 PDT)</small>	10/13/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina		10/13/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u><i>Daniel Keenan</i></u> <small>Daniel Keenan (Oct 16, 2023 09:34 PDT)</small>	10/16/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u><i>Mike Morales</i></u> <small>Mike Morales (Oct 16, 2023 15:26 PDT)</small>	10/16/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

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label  
style
```

 Google Developer Student Clubs  
California State University, Los Angeles

# Michelle Brenner

Senior Software Engineer /  
Speaker / Author / Mentor

Tuesday November 14 | 3:00-4:00pm  
Topic - 3 Habits to Supercharge  
your Career Growth

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



**NETFLIX**