

# 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]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: *Joseph Acosta*

CLUB/ORG: Association of Computing Machinery  
 EVENT TITLE: ACM Spring First General Meeting  
 DATE(S) OF EVENT: 02/06/2024 SEMESTER: SPRING  
 EVENT LOCATION: FA 219  
 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:

Our First General meeting is a way to give an insight what's to happen throughout the Spring semester of 2024. This way, we are able to provide transparency to our members and CSULA students alike.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This is a great networking opportunity for students. Our goal is to create a safe environment for our students to break the ice and hopefully develop long-lasting relationships outside of the classroom environment.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	\$9.95 x 6 Costco Pizza	\$59.70			
\$17.19 x 2 PopCorners Box 30-count	\$34.38				
\$15.99 x 2 Caprisuns	\$31.98				

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
					\$20 x 3 Amazon Gift Cards

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$198.98  
 TOTAL REQUESTED FROM ASI: \$200  
 AMOUNT FROM OTHER SOURCES: [REDACTED]

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 [REDACTED]

### OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP: [REDACTED]



Event Registration

## ACM Spring First General Meeting

**[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 Spring First General Meeting

### 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 meeting provides an opportunity CSULA students to get an insight on what is to come for our Spring semester of 2024. This meeting is to bring together students and make meaningful connections with each other that will last outside of just the classroom environment. Our goal is not to just have people greet each other, but to provide the environment to make everyone feel at home. We aim to break the ice between the students to better our community.

### 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

02/06/2024 - 3:00 PM

## End Date/Time

02/06/2024 - 4:30 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.

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/3r8J7a8NkGTsYdQQ8>

## 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.

FA 219

## 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

## 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 Grafix 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 thank you

**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

FREE FOOD

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.



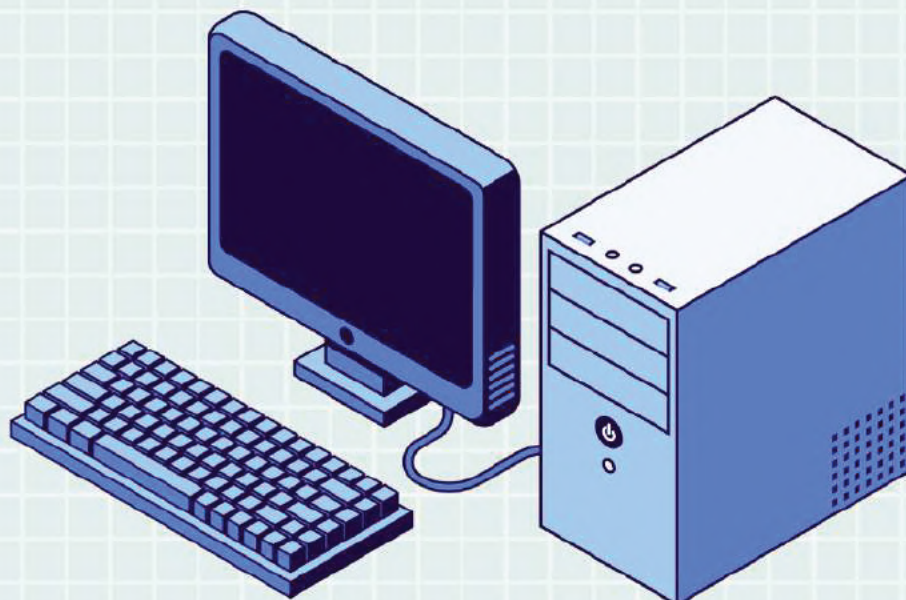
# GENERAL MEETING



**ROOM: FA219**

**JAN ##, 2024 | 3:00-4:20 PM**

Come and learn what ACM is up to in our first general meeting!  
Enjoy free food and the chance to win gift cards!



## Event Details

### Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.



Conference/Convention/Meeting Attendance

Meeting (hosting)

## 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.

[840f086c-ffc-4205-8b2d-0b2e724b3630.pdf](https://calstatela.edu/food-permit-form)

## 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.

## Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

## Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

## Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

## Will a movie/show 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 "Joseph Owen". 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](#).





## 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



PopCorners Popped-Corn Snack, Variety Pack, 1 oz, 30 ct

Item 1632656

Delivered Price **\$17.19**

Price Per Each: \$0.57

### Features:

- Popped-corn chips combined with sunflower oil, cane sugar and salt
- A sweet and salty experience
- Variety includes: Sea Salt, Spicy Queso, Kettle Corn, White Cheddar

amazon

amazon

Hope you enjoy this Amazon Gift Card!

\$20.00

Amazon.com Gift Card



**KIRKLAND Signature**

PIZZA	
SLICE	18" WHOLE
<b>1.99</b>	<b>9.95</b>
CHEESE: 710 cal.	4,260 cal.
PEPPERONI: 650 cal.	3,880 cal.

**CHICKEN BAKE**  
CHICKEN BREAST, CHEESE, BACON, CAESAR DRESSING  
840 cal



## 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: ACM Spring First General Meeting

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

Event Start Date: 02/06/2024 Event End Date: 02/06/2024 Hours of Operation: 3:00 pm to 4:30 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 our 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, Pop Corners Box, Caprisuns

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

**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 A Acosta</u> <small>Joseph A Acosta (Jan 26, 2024 00:14 PST)</small>	01/26/2024
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Jan 26, 2024 09:02 PST)</small>	01/26/2024
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 (Jan 29, 2024 08:10 PST)</small>	01/29/2024
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 (Jan 29, 2024 10:46 PST)</small>	01/29/2024
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE



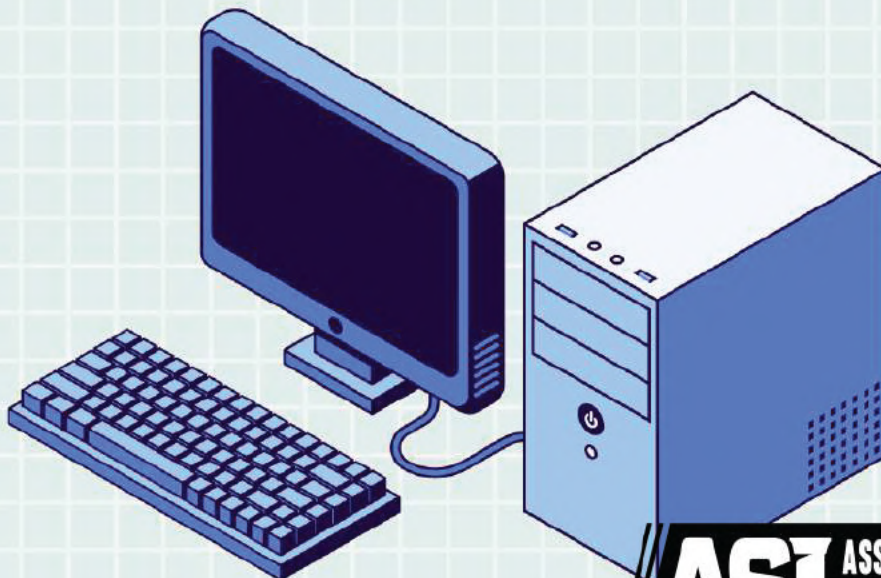


# GENERAL MEETING

**ROOM: FA218**

**TUES. FEB 6TH | 3:00-4:20 PM**

Come and learn what ACM is up to in our first general meeting! Enjoy free food and the chance to win gift cards!



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