

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]	CLUB/ORG: Association for Computing Machinery
OFFICER TITLE: [REDACTED]	EVENT TITLE: ACM Spring 2024 Movie Night
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 03/08/2024 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Regal Edwards Theater of Alhambra
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 49
SIGNATURE: <i>Joseph Acosta</i>	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 49

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We will be inviting our CSULA students to come join ACM in watching Kung Fu Panda 4. The movie will be hosted at the Regal Edwards Theater of Alhambra. Students are encouraged to socialize and connect!

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This is a community building program designed to help students socialize with each other. We understand that midterms are right around the corner and students can be stressed. Movie Night is designed as that outlet for students to come and enjoy a movie and socialize!

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		\$9 x 50 Movie Night Vouchers	\$450
		\$1.50 x 50 Voucher Redemption Fee	\$75

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: \$525
 TOTAL REQUESTED FROM ASI: \$525
 AMOUNT FROM OTHER SOURCES: \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP:



Event Registration

ACM Spring 2024 Movie Night

[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 2024 Movie Night

Estimated Attendance

Please describe the estimated attendance of participants for this event.
49

About the event

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

ACM Movie Night is a tradition we have every single semester where students are encouraged to watch a movie. This way, we provide a safe space for our CSULA students to meet new people, feeling like they are apart of something bigger. We are always looking for ways to drive our community forward and I firmly believe that watching a movie is one of them. This community building event has students feeling satisfied with their communion and drives people to become closer with one another. The movie we want to watch is Kung Fu Panda 4 and we hope to see you there too! By considering these advantages and tailoring the movie selection and event format to meet the needs and interests of CSULA students and the community, the ACM movie night can be a valuable and enjoyable experience for all involved.

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

03/08/2024 - 7:00 PM

End Date/Time

03/08/2024 - 9:00 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

RSVP Link

Requires http:// or https://

<https://forms.gle/WaZRQ3eAFjf2rxyM7>

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

Off-Campus

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.

1 E Main St, Alhambra, CA 91801

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

[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 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.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here: <https://calstatela.presence.io/form/u-su-display-case-request>
No

Tags

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

COMMUNITY BUILDING AND CELEBRATION

EDDIE FEST

MOVIE/FILM

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.



MOVIE NIGHT



MAR 8th | 7pm-9pm

Regal Edwards Alhambra

contact **any ACM leader** to buy a ticket at a cheaper price than movie theaters.



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.

Recreational 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.

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.

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

Yes

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.

Ticket/Audience Participation Fee

Please describe the Ticket/Audience Participation Fee and how funds are to be collected

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

Funds will be collected through Venmo and Paypal. (We are exempt)

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to [ICSUAM Policy 3141.01](#) and the [Cal State LA Student Organization Funds Administration Policy](#).

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

Approved Exempt Status

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 Weston". The signature is written in a cursive style with a large initial "J" and "W".

Scroll up to submit this form.

Product Name	Unit Price	Quantity	Subtotal
 Premiere Movie Ticket - \$9.00	\$9.00	<input type="text" value="50"/>	\$450.00

[CONTINUE SHOPPING](#) [CLEAR SHOPPING CART](#) [UPDATE SHOPPING CART](#)

 [Shipping](#)
[Privacy & Security](#)
[Your Account](#)

Discount Codes

[APPLY DISCOUNT](#)

Subtotal	\$450.00
Tax	\$0.00
Order Total	\$450.00

[PROCEED TO CHECKOUT](#)

2 attachments (2 MB) Save all to OneDrive - Cal State LA Download all

Good afternoon Amanda,

The updated flyer as well as the back up cost of the movie vouchers are attached. I wanted to state that the Theater of Alhambra told me they would be charging \$1.50 for each movie ticket voucher redeemed for the upcoming Movie Night, which is why I added the charge to the Funding request form.

Sent from [Mail](#) for Windows



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