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: ▉

OFFICER TITLE: ▉

ADDRESS: ▉

CITY: ▉ STATE: ▉ ZIP: ▉

PHONE: ▉ EMAIL: ▉

SIGNATURE: *[signature]*

CLUB/ORG: Charging Eagles

EVENT TITLE: BWC Mentorship Event

DATE(S) OF EVENT: April 10, 2024 SEMESTER: SPRING

EVENT LOCATION: ET-C256

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:

Batt Challenge CSULA is participating in a 3-year competition, open to all students, to design, test, and integrate an EV battery pack into a stellantis vehicle. In order to maximize on competition and student success, the team is hosting a mentorship event where students are paired based on passions and experience.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will reveal the matched mentor/mentee pairings for Batt Challenge and will enhance the Cal State LA experience by providing mentees with personal and professional guidance from individuals to be a successful student, team member, and eventual professional. Mentors will gain valuable leadership experience and develop meaningful connections.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Domino's Pizza (5 Large 14")	$114.95			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
	40 T-shirts - Repro Promo	$1,000			

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: $1,114.95

TOTAL REQUESTED FROM ASI: $1,114.95

AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

IRA, Battery Workforce Challenge Sponsors (other parts of mentorship)

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

ASI

Event Registration

Mentorship Program

[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?

Charging Eagles

Event Name

Mentorship Program

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

About the event

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

BWC offers students together with similar goals who are both committed to expanding and sharing their knowledge. We are offering a chance to be paired up with someone with the same major and/or same interests as you to get the professional and academic advice you need. This opportunity can help you gain leadership skills and looks great on your resume! Professionals are welcomed to be a mentor.

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

04/06/2024 - 10:00 AM

End Date/Time

04/06/2024 - 9:52 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.

Virtual

Where will the virtual event/meeting take place?

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

Zoom

Do participants need to RSVP?

No

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.

QR-code

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?

Website

Social Media

Social Media Site

Facebook

Instagram

Social Media Handle

https://www.instagram.com/battchallengecsula?igsh=NzBmMjdhZWRiYQ==

Website URL for marketing

Requires http:// or https://
https://www.calstatela.edu/ecst/chargingeagles

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.
a0696685-e735-4af3-977d-5d0d451b37ab.pdf

Who is invited to this event?

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

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

CAREER/PROFESSIONAL DEVELOPMENT   LEADERSHIP DEVELOPMENT

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

No

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

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 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.

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Misconduct Prevention & Resources Trained (SMPRT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

Item	Price	Quantity	Total	Link		
Domino's Menu Large Pizza	22.99	5	11.95	Dominos' Menu - Order Pizza, Pasta, Wings & More Online!		
Team T-Shirts	25	40	1000	Colorway (repropromo.com)		

CHARGING EAGLES
Battery Workforce Challenge
Cal State LA | Cerritos College

BATTERY WORKFORCE CHALLENGE

STELLANTIS

MESA Argonne

Charging Eagles

Mentorship Program

Unlock Your Potential with Real-World Experience!

Who Can Apply:

- CSULA BWC & Non BWC Students
- All Cerritos Students

Program:

BWC offers students together with similar goals who are both committed to expanding and sharing their knowledge. We are offering a chance to be paired up with someone with the same major and/or same interests as you to get the professional and academic advice you need. This opportunity can help you gain leadership skills and looks great on your resume! Professionals are welcomed to be a mentor.

Apply:

MENTORSHIP REVEAL EVENT
10 April 2024

10am-4pm