F U N D I N G   R E Q U E S T   F O R M

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: *(signed)*

CLUB/ORG: Association for Computing Machinery

EVENT TITLE: ACM Spring 2025 Study-a-thon

DATE(S) OF EVENT: 04/24/2025 SEMESTER: SPRING

EVENT LOCATION: KH C2091

TOTAL ATTENDANCE: 35

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Join ACM as we make a space to let CSULA students grab some food and sit down to study for upcoming finals. We will provide food and drinks, as well as coffee and donuts so you can keep going in a long study session alongside fellow students.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will enhance the experience for CSULA students by providing a fun event to hangout and study before the semester ends.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
pizza x 4	43.98

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 43.98

TOTAL REQUESTED FROM ASI 43.98

AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Update

ACM Spring 2025 Study-a-thon

[APPROVED]

Student Org Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the Student Organization Handbook.

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business day**s in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

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 2025 Study-a-thon

Estimated Attendance

Please describe the estimated attendance of participants for this event.
35

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

Presence to all students.

About the event

Join ACM as we make a space to let CSULA students grab some food and sit down to study for upcoming finals. We will provide food and drinks, as well as coffee and donuts so you can keep going in a long study session alongside fellow students.

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

04/24/2025 - 12:00 PM

End Date/Time

04/24/2025 - 6:00 PM

Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.
Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.
12-6PM

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?

No

On Campus Locations

Classroom Space

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

On-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.
KH C2091

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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.

████████

Collaborations
If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

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.

None Apply

Will food be served at this 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 Permit Form Upload*

A completed, signed 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.

67c0ba25-13aa-436c-b6c1-05f9868d5c3f.pdf

Movie/Show Screening

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. https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support

No

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?

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

COMMUNITY BUILDING AND CELEBRATION   EDDIE FEST   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.

ACM
STUDY-A-THON
Thursday | April 24th | 12:00 PM

KH C2091

Study and relax with ACM as finals
approach!
Free food will be provided!

acm
CAL STATE LA

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

Event Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.
ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: https://asicalstatela.org/recognized-student-organizations. For any other questions contact the Vice President for Finance via email asivpf@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

External Private Fundraising
External Private Fundraising
Sponsorship
Sponsorship

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

0334

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
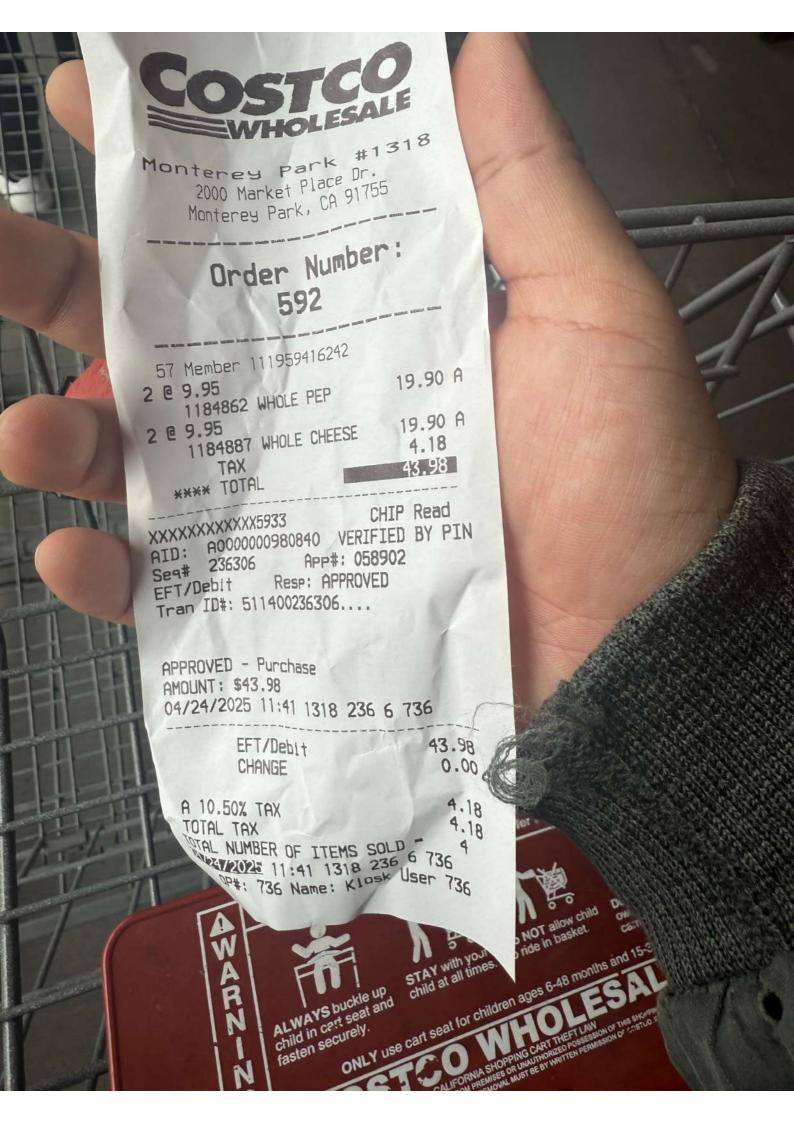- Conferences, conventions, and retreats

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.

Publicity: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU_____" stamp must be clearly visible on the face of the posting.

COSTCO WHOLESALE

Order Number:
592

57 Member 111959416242

2 @ 9.95	19.90 A
1184862 WHOLE PEP	
2 @ 9.95	19.90 A
1184887 WHOLE CHEESE	4.18
TAX	
**** TOTAL	43.98

XXXXXXXXXXX5933   CHIP Read
AID: A0000000980840   VERIFIED BY PIN
Seq# 236306   App#: 058902
EFT/Debit   Resp: APPROVED
Tran ID#: 511400236306....

APPROVED - Purchase
AMOUNT: $43.98
04/24/2025 11:41 1318 236 6 736

EFT/Debit	43.98
CHANGE	0.00

A 10.50% TAX   4.18
TOTAL TAX   4.18
TOTAL NUMBER OF ITEMS SOLD - 4
04/24/2025 11:41 1318 236 6 736
OP#: 736 Name: Kiosk User 736

CAL STATE LA
RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

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 2025 Study-a-thon

Event Location: ET A331

Event Start Date: 04/24/2025   Event End Date: 04/24/2025   Hours of Operation: 12-6PM

Contact Name: ████████   Email: ████████   Phone: ██████

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: ████████   Email: ████████

Name of Certified Food Handler: ████████   Email: ████████

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☐ Catering ☐ Other: _____

List exact food/beverage(s) that will be sold/served, including ingredients: _____
Pizza: bread, tomato, cheese, pepperoni , Pastries: flour, eggs, sugar, chocolate, Water, Soda

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? Will be picked up and delivered straight to the event

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

_____
_____
_____
_____
_____

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.

	Osvaldo Valdiviezo	03/20/2025
1. Name of Student Organization Requestor	Signature	DATE

Fabiola Avina	*Fabiola Avina* Fabiola Avina (Mar 22, 2025 18:11 PDT)	03/22/2025
2. Name of Center for Student Involvement Approver *(USU 204) (Student Organizations Only)*	Signature	DATE

danielkeenan	*danielkeenan* danielkeenan (Mar 24, 2025 09:29 PDT)	03/24/2025
3. Name of University Auxiliary Services, Inc. Approver *(Golden Eagle Bldg. 314)*	Signature	DATE

Fernando Benitez	*Fernando Benitez* Fernando Benitez (Mar 24, 2025 09:17 PDT)	03/24/2025
4. Name of Environmental Health & Safety Approver *(Corporation Yard Bldg. 244)*	Signature	DATE

ACM

STUDY-A-THON

Thursday | April 24th | 12:00 PM

KH C2091

Study and relax with ACM as finals approach!
Free food will be provided!