



ASI Recognized Student Organization Funding Request Form

Association for Computing Machinery

Pending Approval

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

*Prior -*

- *Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.*

*After -*

- *ASI may consider allocating funds after an event has occurred.*
- *Post-event funding requests will only be considered in the semester when they occur.*
- *The last day to submit a funding request is the deadline for the last Finance meeting of the semester.*

### Funding Submission Deadline & Finance Committee Dates

The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: <https://asicalstatela.org/club-funding-proposals-deadline>

### Student Organization & Officer Information

#### Organizations

Association for Computing Machinery

#### Officer Name

[Redacted]

#### Email Address

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.

[Redacted]

#### Officer Position

Treasurer

### Event Information

An RSO can request funds for multiple events on one funding request form if the events are connected (i.e., workshops, speaker series, etc.). However, if the funding request is approved, reimbursement happens after the last event.

All event(s) MUST BE OPEN to ALL Cal State LA students to be considered for funding

### Event Title

Fall 2025 Send Off Last General Workshop

### Event Date(s)

11/18/2025

### Briefly describe the event

ACM will host a Fall 2025 Last Send Off Event on Tuesday, November 18, 2025, from 3:00 pm to 4:20 pm. This event will inform members and students about past workshops we held this semester and future workshop announcements for the Spring semester.

### How will this event enhance the Cal State LA experience?

The ACM Fall 2025 Send Off Event will enhance the Cal State LA experience by fostering community, reflection, and professional development among students interested in computing and technology. This event provides members with an opportunity to celebrate the accomplishments of the semester, share feedback, and stay informed about upcoming workshops and projects for the Spring semester. By highlighting learning opportunities, networking connections, and student achievements, the event strengthens engagement within the ACM community and encourages continued participation in academic and career-oriented activities that align with Cal State LA's commitment to student success and collaboration.

### Total Expected Attendance

20

### Expected Cal State LA Students Attendance

20

Here is a [guide](#) to show how to access the approved event registration form

### Approved Event Registration Form\*

Event Registration Form MUST have the green approved stamp.

[ceb4fe42-c355-4e77-8eab-27b91070c8d2.pdf](#)

### Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

No

### Cost Breakdown

### What is your RSO requesting funds for?

Select all that apply

Hospitality

### Total Amount Requested from ASI

\$150.00

### Cost Breakdown - Hospitality

Hospitality includes food provided by UAS or the Student Organization (off-campus catering, pre-packaged foods: snacks, bottled drinks, etc.)

ASI hospitality limits are based on actual student attendance. ASI will fund up to: Snacks - \$7.00, and Catered Meals - \$15.00

### Description (include prices)

ex. UAS Catering - BEO, 8 pizzas (\$9.99 each = \$79.92 total), soda (\$7.99), etc.

2 pepperoni pizzas (\$9.99 each = \$19.98 total), 1 cheese pizza (\$9.99 each), 1 Water (\$3.99 each), 1 Coca-Cola (\$24.89 each)

4 Amazon Gift Card (\$20.00) = \$80.00

### Who is providing the food?

Student Organization

### Signed Food Permit Form\*

If you are not going through UAS, a food permit is required. Food permit MUST have all 4 signatures

[c095516f-93bb-4e68-808f-e8a0c721c40b.pdf](#)

### Additional Supporting Documentation

### Estimates and relevant invoices for the event(s)\*

Screenshots of the items or provide links of every item your RSO is requesting funds for

[24cc61fe-a4ad-4b5c-9f42-26dc82bf7924.png](#)

### Event Flier with the ASI Logo\*

ASI logo can be found here: <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

[823c6344-b771-47ce-9be6-e23a0e8fb379.png](#)

### Meeting Attendance

Attending the Finance Committee meeting during which the funding request is considered is HIGHLY ENCOURAGED but not required

### Will you or someone from your RSO be attending the Finance Committee meeting?

Attendance can be either in-person or on Zoom

Yes

Signature

1/5

Event Update

Fall 2025 Send Off Last General Workshop

[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 days** 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

Fall 2025 Send Off Last General Workshop

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

## Event Description

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

The Nest to all students.

### About the event

ACM will host a Fall 2025 Last Send Off Event on Tuesday, November 18, 2025, from 3:00 pm - 4:20 pm. This event will inform members about past events/workshops we had in the semester, announce project workshop finalists, and future workshop announcements for the Spring semester.

### 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

11/18/2025 - 3:00 PM

#### End Date/Time

11/18/2025 - 4:20 PM

#### Even set up time

If no additional set up time is needed use the event start time

3:00pm

#### Event Tear-Down Time

If no additional clean up time is needed use the event end time

4:20pm

#### 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

#### 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

ET A227

### 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.

[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 on The Nest on your roster as the advisor.

[REDACTED]

### 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.

Social Program

Other

### Please describe the "other" category for this event

social/informative event

### 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 events so long as the appropriate approval is received via the Temporary Food Permit. The Food on Campus training module details how to obtain a 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.

[c994e3b3-ce8e-451e-b0ba-38dab4cd5b8e.pdf](#)

## Movie/Show Screening

### Will a movie/show be shown at this event?

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?

Email

Social Media

Other



## Social Media Site

Instagram

## Social Media Handle

calstatela\_acm

## Marketing Media Upload\*

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

[ff97067a-5c20-4cf1-a414-c2e6e94ad58b.png](#)

## What other methods of marketing will your organization use?

Discord

## 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>**

## Tags

You may choose more than 1 tag. Tags are used to search events.

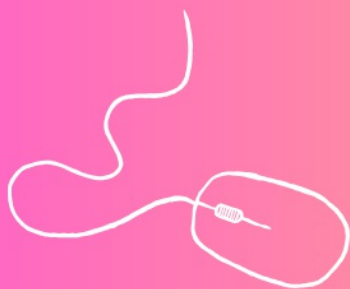
FREE FOOD

SOCIAL

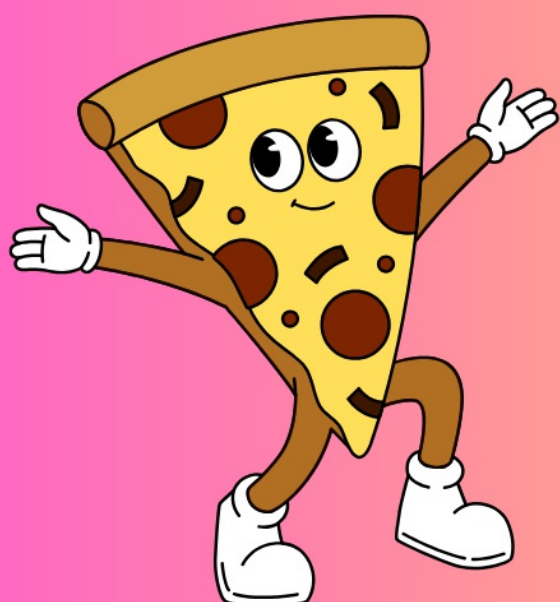
WORKSHOP/SEMINAR

## 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.



# Fall 2025 **SEND-OFF**



**November  
18 @ ET A227**

**3-4:20PM**

Join ACM, as we go over the events and workshops we did over the semester, in addition of announcing our project workshop finalists!



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)

RSO funds - on campus account

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](mailto: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



# 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

**Event: Fall 2025 Send Off Last General Workshop**  
**Amount Requested: \$150.00**

Fall 2025 Send Off Last General Workshop 11/18/2025					
Item	Quantity	Cost	Subtotal	Tax	Total
Costco Pizza (2 pepperoni, 1 cheese)	3	\$9.99	\$29.97	\$3.15	\$33.12
Water 40 ct	1	\$3.99	\$3.99	\$0.42	\$6.41
Coke 35 ct	1	\$24.89	\$24.89	\$2.61	\$27.50
4 Amazon Gift Cards (\$20 GC)	4	\$20.00	\$80.00	\$0.00	\$80.00
				<b>Estimated Cost of Event</b>	\$147.03

Thirdly, in regards for the gift cards, here are the details on how we plan to distribute the gift cards and what students had to do to earn them:

Participants of the AI and Web Portfolio Workshops are invited to submit their projects for a chance to win a gift card prize. Each participant must complete the official submission form and upload their project as a ZIP file containing all required files. Projects will be evaluated by the respective workshop teams — AI and Web Portfolio — based on creativity, technical quality, presentation, and overall impact. Two winners will be selected from each workshop, resulting in a total of four awardees. Gift cards will be distributed only to these winners in recognition of their outstanding and individual achievements. All project submissions will be documented through the official submission form to ensure fairness, transparency, and compliance with ASI funding guidelines.



## 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 of Computer Machinery  
Event Name/Title: Last General Workshop  
Event Location: ET A227  
Event Start Date: 11/18/2025 Event End Date: 11/18/2025 Hours of Operation: 1.5  
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: \_\_\_\_\_

Costco Pepperoni Pizza and Water

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? \_\_\_\_\_

Food will be carefully handled at a table in the room specified above ordered and prepared no more than 45 minutes before 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.

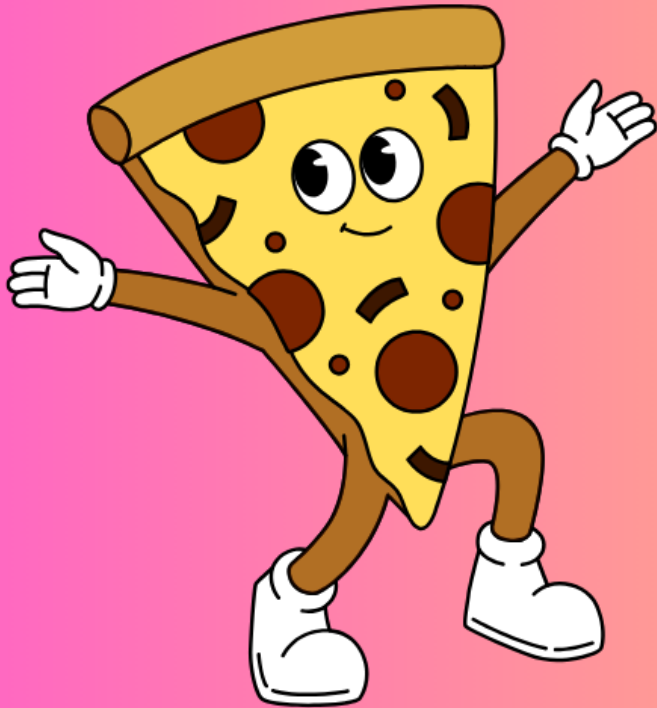
**Insurance (for Student Organizations Only):** Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management – 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.

	<u>Joshua Padilla</u> <small>Joshua Padilla (Oct 7, 2025 00:04:55 PDT)</small>	10/07/2025
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Oct 7, 2025 08:04:35 PDT)</small>	10/07/2025
2. Name of Center for Student Involvement Approver (USU 204) (Student Organizations Only)	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Oct 7, 2025 12:07:36 PDT)</small>	10/07/2025
3. Name of University Auxiliary Services, Inc. Approver (Golden Eagle Bldg. 314)	Signature	DATE
Fernando Benitez	<u>Fernando Benitez</u> <small>Fernando Benitez (Oct 7, 2025 13:21:58 PDT)</small>	10/07/2025
4. Name of Environmental Health & Safety Approver (Corporation Yard Bldg. 244)	Signature	DATE



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