



## ASI Recognized Student Organization Funding Request Form

### Artificial Intelligence and Machine Learning Club

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

Artificial Intelligence and Machine Learning Club

#### 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

President

#### 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**

First General Meeting for all Cal State LA students - Spring 2026

#### **Event Date(s)**

February 5th, 2026

#### **Briefly describe the event**

All Cal State LA students are invited to attend our First General Meeting to learn more about the Artificial Intelligence and Machine Learning Club. Students of any major are welcome to join. We'll introduce our team and discuss our planned projects and events for the Spring 2026 semester. We also offer seminars for beginners who want to learn AI from scratch.

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

This event will encourage students of all majors to join our AI/ML Club, where they can learn and develop their programming and AI/ML skills.

#### **Expected Cal State LA Students Attendance**

20

#### **Total Expected 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.

[61530484-f0ce-4d76-bd83-5bcb737a116e.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**

\$57

## 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.

3 Costco Pizzas: 2 pepperoni + 1 cheese (\$9.95 each = \$29.85 + \$3.13 tax = \$32.98 total); Costco beverage: 1 package of Coke (\$19.99 + \$1.75 CA REDEMP VA + \$2.28 tax = \$24.02 total). Grand total: \$32.98 + \$24.02 = \$57

## 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

[969baf95-32a8-4858-8ef9-f6a7c55b676a.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

[ad65c929-5734-42d1-9ed7-973e4a08c819.jpeg](#)

## 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>

[dbb01538-e043-4268-a870-522b75227651.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

Not sure yet

## Signature

Mark Pasquale

Event Registration

First General Meeting



### 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?

Artificial Intelligence and Machine Learning Club

### Event Name

First General Meeting

### 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**

## The Nest to all students.

### About the event

Participants are invited to come for our first general meeting to see what the Artificial Intelligence and Machine Learning Club is all about. We'll introduce our team and discuss our planned projects and events for Spring 2026 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

02/05/2026 - 3:15 PM

### End Date/Time

02/05/2026 - 4:15 PM

### Even set up time

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

3:00 PM - 3:15 PM

### Event Tear-Down Time

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

4:15 PM - 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?

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 A226

## 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.

Meeting (hosting)

### 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.

No

## 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?

Other

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

Announcement on Discord, flyers to be posted around campus

### 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

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

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

FREE FOOD

MEETING

## 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.



# FIRST GENERAL MEETING SPRING 2026

**Thursday, February 5<sup>th</sup>**  
**3:15-4:15 PM**  
**ET A226**

**FREE pizza and  
beverages**

Come to see what the Artificial Intelligence and Machine Learning Club is all about in our first general meeting!



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 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](#).

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

**Costco**

Items	Quantity	Price
Pizza	3	\$ 32.98
Soda	1	\$ 24.02

Event Total \$ 57.00

**Requested Amount \$ 57.00**

# COSTCO

WHOLESALE

Alhambra #428  
2207 W. Commonwealth  
Alhambra, CA 91803

Order Number:  
126

7E Member 111973122512  
2 @ 9.95

1184862 WHOLE PEP 19.90 A  
1184887 WHOLE CHEESE 9.95 A  
TAX 3.13  
\*\*\*\* TOTAL \$24.02

XXXXXXXXXXXX3033 H  
AID: A0000000031010  
Seq# 231340 APP#: 005347  
Visa Resp: APPROVED  
Tran ID#: 603600231340....

APPROVED - Purchase  
AMOUNT: \$32.98  
02/05/2026 12:27 428 231 63 731

Visa 32.98  
CHANGE 0.00  
  
A 10.50% 3.13  
TOTAL TAX 3.13  
TOTAL NUMBER OF ITEMS SOLD - 3  
02/05/2026 12:27 428 231 63 731  
OP#: 731 Name: Kiosk User 731

# COSTCO

WHOLESALE

Alhambra #428  
2207 W. Commonwealth  
Alhambra, CA 91803

7E Member 111973122512  
E 854330 CLS COKE 35 19.99 A  
E 8000000000 CA REDEM P. VA 1.75 A  
SUBTOTAL 21.74  
TAX 2.28  
\*\*\*\* TOTAL \$24.02

XXXXXXXXXXXX3926 H  
AID: A0000000031010  
Seq# 14929 APP#: 005948  
Visa Resp: APPROVED  
Tran ID#: 603600014929....

APPROVED - Purchase  
AMOUNT: \$24.02  
02/05/2026 12:49 428 14 138 106

Visa 24.02  
CHANGE 0.00  
  
A 10.50% 2.28  
TOTAL TAX 2.28  
TOTAL NUMBER OF ITEMS SOLD - 1  
02/05/2026 12:49 428 14 138 106



21042801401382602051249  
OP#: 106 Name: art c.  
Thank You!  
Please Come Again  
Whse:428 Trn:14 Trn:138 OP:106

Items Sold: 1  
7E 02/05/2026 12:49



**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>Mark Raspopov</u> <small>Mark Raspopov (Feb 3, 2026 15:37:33 PST)</small>	02/03/2026
1. Name of Student Organization Requestor	Signature	DATE
<b>Fabiola Avina</b>	<u>Fabiola Avina</u> <small>Fabiola Avina (Feb 3, 2026 15:48:40 PST)</small>	02/03/2026
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
<b>Daniel Keenan</b>	<u>DK</u> <small>Daniel Keenan (Feb 4, 2026 11:25:52 PST)</small>	02/04/2026
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
<b>Mike Morales</b>	<u>Mike Morales</u> <small>Mike Morales (Feb 4, 2026 15:22:05 PST)</small>	02/04/2026
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE



AI/ML  
CLUB



Become an AI/ML Club member:



# FIRST GENERAL MEETING SPRING 2026

Thursday, February 5<sup>th</sup>  
3:15-4:15 PM  
ET A226

**FREE pizza and  
beverages**

Come to see what the  
Artificial Intelligence  
and Machine Learning  
Club is all about in our  
first general meeting!

**ASSOCIATED STUDENTS, INC.**

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