Submitted by:

ASI Recognized Student Organization Funding Request Form PENDING APPROVAL

Submission ID: 3596

RSO Funding Video

Watch the video for an in-depth explanation of the funding request submission process, including an overview of the funding policy, funding price list, and reimbursement process.

RSO Funding Overview

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 be considered only in the semester in which 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 Name * Association for Computing Machinery

Officer Name * Salvador Sarabia

Officer Position * Treasurer

Email Address *

Please be sure this email is CHECKED REGULARLY. If we have any questions about the funding request, this is the email we will use to reach out.

Event Information

An RSO can request funds for multiple events on a single funding request form if the events are connected (e.g., workshops, speaker series). 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 * Mentorship

Event Date(s) * 10/29/26, 10/31/26, 11/5/26, 11/7/26, 11/12/26, 11/14/26

Briefly describe the event * Speakers will give talks to student members.

How will this event enhance the Cal State LA experience? * It will give students further knowledge to prepare them for their careers.

Total Expected Attendance * 10

Expected Cal State LA Students' Attendance * 10

Approved Event Registration Form * Upload file

mentorship_event_registration_CampusGroupssurvey_1.pdf (Delete)

The event registration form must be approved by the Center for Student Involvement (CSI). Only the student who submitted the event registration form will be able to access the approved form.

Document: Campus_Groups_accessing_approved_event_registrations_1

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

- (●) Yes
- ( ) No

e.g., workshops, speaker series, etc.

There MUST be an approved event registration form for every event date for which your RSO is requesting funding. If you need to upload additional approved event registration forms, use the additional space provided below.

Additional Approved Event Registration Form Upload file

Additional Approved Event Registration Form Upload file

Additional Approved Event Registration Form Upload file

Additional Approved Event Registration Form Upload file

Cost Breakdown

ASI shall fund 50% of expenses when an event is a fundraiser or if the student organization is charging for attendance/participation.

What is your RSO requesting funds for? *

- [ ] Hospitality
- [x] Honoraria & Contracts
- [ ] Marketing
- [ ] Travel
- [ ] Other

Select all that apply

Total Amount Requested from ASI * 500

Cost Breakdown - Honoraria & Contracts

Honoraria & Contracts include payments to speakers

ASI will consider modest and reasonable speaker fees
ASI may fund noncash equivalents, such as merchandise, flowers, etc., in place of fees and honoraria up to $50.00 per event.

List out speaker(s) & speaker fee * Srivats Venkataraman $166 Wilson Thomas $166 David Tang $166

Cal State LA faculty and staff fees cannot be funded with ASI funding

Additional Supporting Documentation

The ASI logo for your event flier can be found here: https://asicalstatela.org/student-club-org-logo-guidelines

Estimates and relevant invoices for the event(s) * Upload file

acm_mentorship_estimate.docx (Delete)

Screenshots of the items or provide links to every item your RSO is requesting funds for (e.g., Amazon shopping cart, invoice from a vendor, etc.)

Event Flier with the ASI Logo * Upload file

Mentorship_ACM_Flyers_Fall_2026_Drafts.jpg (Delete)

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? *

- (●) Yes
- ( ) No
- ( ) Not sure yet

Attendance can be either in-person or on Zoom

I acknowledge that submitting this request does not guarantee funding approval. All funding requests will be reviewed by the Finance Committee, and funding decisions are made during the Finance Committee meeting. If you are not in attendance, you will receive an email the following day notifying you of the outcome.

Salvador Sarabia

Submitted by: Salvador Sarabia on Oct 26, 2026 4:58 PM

Event Details

Mentorship LIVE

Career Workshop

Speakers give talks to students

Thu, Oct 29, 2026 3:00 PM – Sat, Nov 14, 2026 11:20 AM

Online Event

Event Coordinator	Salvador Sarabia	**Reg Option #1**	RSVP
Team Members	-	**Price**	$0
Dress Code	-	**Registrations Start**	-
Food Provided	-	**Registrations End**	-
Speakers	-	**Total # of Items for Sale**	No Limit
Sponsors	-	**Waiting List**	No
Co-Hosted with	-		
Recurring Events	-		

Event Registration Form

APPROVED

Submission ID: 3510

RSO Event Tiers/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.

Who is your student organization faculty/staff advisor? * Mark Baldwin

The advisor will receive notification to approve your event registration. CSI cannot review the submission until your advisor has approved.

Venue Additional Details

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

The following questions are used to better support the review of your event.

Set Up time *
10 minutes
What time do you need access to the venue in advance of your indicated event start time.

Clean Up Time *
10 minutes
What time do you need access to the venue after your event is over to clean up.

Location *

- ○ University-Student Union
- ○ Golden Eagle Ballrooms
- ○ Cal State LA Outdoor Space
- ◉ Off Campus
- ○ Cal State LA Other

Comments:

It is online.

Collaborators

Student organizations may not reserve space on behalf of a department, an external organization/company, or another student organization if the submitting organization is not involved in the planning and execution of the event.

CSI may request additional information about the nature of the collaboration if there is insufficient information in this submission.

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? *

- ○ Yes
- ◉ No

Planned Activities

Depending on the nature of your event, your organization may be required to provide additional details, complete liability waivers, complete food permits, etc.

Please select all the planned activities that will be taking place at your event. * **(Maximum authorized answers: 10)**

- ☐ Tabling
- ☐ Clean Up (beach/yard/park/school)
- ☐ Recreational/sports activity
- ☐ Hiking
- ☐ Trip/Travel
- ☐ Bonfire
- ☐ Inflatables/Dunk Tank/Mechanical Bull
- ☑ Guest Speaker
- ☐ Proceeds to Benefit (Fundraiser, tabling selling non-food items)
- ☐ Amplified Sound (live or recorded) -outdoor (non U-SU Plaza)
- ☐ Movie Screening
- ☐ None of the above apply

Comments:

Will this event have security? *

- ○ Yes

- [x] No

Please list the name(s) of your invited guest speaker(s) * Wilson Thomas, Srivats Venkataraman, David Tang

Food

Marketing/Media

Who is invited to this event? * (Maximum authorized answers: 6)

- [x] Student Organization Members
- [x] Cal State LA Community
- [ ] Other College Students
- [ ] General Public
- [ ] Closed Guest List
- [ ] Off Campus Media

Alcohol

Does your organization plan on serving alcohol at the event? *

- [ ] Yes
- [x] No

Will the event be held in a restaurant where alcohol is sold/served but will not be part of your event? *

- [ ] Yes
- [x] No

Event Funding

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.

What funding source is being used for this event? * (Maximum authorized answers: 4)

- [x] ASI Funding (new request for funds)
- [ ] RSO Existing Funds (on campus account)
- [ ] RSO Existing Funds (off campus account - only orgs with approved exemptions))
- [ ] Does not apply - no funds are needed

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

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

Will your organization be collecting funds for this event (fundraiser, charging for admission, etc) *

- [ ] Yes
- [x] No

Proceeds to Benefit (Fundraiser)

Type of Fundraising Activity *

- [ ] Restaurant Fundraiser (percentage of sales)

- ◯ Item Sale (store bought foods or merchandise)
- ◯ Ticket/Audience Participation Fee
- ◯ Donation from corporation/business/individual (privater external fundraising)
- ◯ Fundraiser to benefit a philanthropy
- ◉ No Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

Confirmation Page

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.

Acknowledgment of above statement *

Salvador Sarabia

Mentorship		
Items	**Quantity**	**Price**
Honorarium - Srivats Venkataraman		$ 166.00
Honorarium - Wilson Thomas		$ 166.00
Honorarium - David Tang		$ 166.00
	Total	$ 498.00
	Requested Amount	**$ 500.00**

Outlook

[Draft] Re: Mentorship Confirmation

From Wilson Thomas <wthomas0293@gmail.com>
Draft saved Mon 11/9/2026 1:48 PM
To Salvador Sarabia
Cc ACM Cal State LA <acm.calstatela@gmail.com>

I, Wilson Thomas, guest speaker for the Fall 2026 Mentorship Program, agree to receive a payment of $500 by check.

Or, if we need to do break it down, see below:

---------- Forwarded message ---------
From: **David Tang** <tangd954@gmail.com>
Date: Sat, Nov 7, 2026 at 6:20 PM
Subject: Re: ASI Funding Request - ACM
To: Wilson Thomas <wthomas0293@gmail.com>

I, David Tang, guest speaker for the Fall 2026 ACM Mentorship Program, agree to receive a payment of $166 by check.

From: **Wilson Thomas** <wthomas0293@gmail.com>
Date: Sat, Nov 7, 2026 at 5:55 PM
Subject: ASI Funding Request - ACM
To: Salvador Sarabia
Cc: David Tang <tangd954@gmail.com>, Srivats Venkataraman <srivats.venkataraman@gmail.com>

I, Wilson Thomas, guest speaker for the Fall 2026 ACM Mentorship Program, agree to receive a payment of $166 by check.

From: **Srivats Venkataraman** <srivats.venkataraman@gmail.com>
Date: Mon, Nov 9, 2026 at 3:26 PM
Subject: Re: ASI Funding Request - ACM
To: Wilson Thomas <wthomas0293@gmail.com>
Cc: Salvador Sarabia

I, Srivats Venkataraman, guest speaker for the Fall 2026 ACM Mentorship Program, agree to receive a payment of $166 by check.

On Mon, Nov 9, 2026 at 3:04 PM Salvador Sarabia wrote:

> Hi,
>
> I will need confirmation from the speakers of the mentorship that they will be receiving the money. If you want to receive the money then I would need you to confirm that you will be receiving the $500. ASI want this by tomorrow at 12 p.m. so that they can include it in the finance meeting, so I would need this soon.
>
> Salvador

acm CAL STATE LA

ACM MENTORSHIP PROGRAM

Navigate your degree with confidence

SCAN ME

Led by:
INDUSTRY PROFFESSIONALS
Cal State LA and ACM Alumni

Join us for personalized 1-on-1 mentorship with experienced professionals to build your skills, navigate your degree, find internships, and prepare for your future tech career.

Topics and Skills Learned

- Career & Internship Readiness
- Conference Prep
- Time Managment
- Financial Literacy

Every Saturday 10am and Thursday 3pm on Zoom

Lead Mentors

Wilson Thomas



Business Analyst II
Travis County

Srivats Venkataraman



Guidewire developer
Farmers Insurance

David Tang



Software Engineer
Raytheon

Featuring other mentors from:

NORTHROP GRUMMAN

DELL Technologies

JPL Jet Propulsion Laboratory California Institute of Technology

AMERICAN EXPRESS

Raytheon Technologies

@acmcalstatela

ASI ASSOCIATED STUDENTS, INC.

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