Submitted by:

ASI Recognized Student Organization Funding Request Form

PENDING APPROVAL

Submission ID: 3508

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 * Project Workshop 6

Event Date(s) * 11/17/26

Briefly describe the event * Students will host a workshop to teach students.

How will this event enhance the Cal State LA experience? * Students will learn a new skill and network.

Total Expected Attendance * 20

Expected Cal State LA Students' Attendance * 20

Approved Event Registration Form * Upload file

Project_workshop_6_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.

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
- ☐ Honoraria & Contracts
- ☐ Marketing
- ☐ Travel
- ☐ Other

Select all that apply

Total Amount Requested from ASI * 190

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) * Pizzas 4 $90.00 Gift Cards 4 $100.00

ex. UAS Catering - BEO, 5 pizzas ($9.99 each = $49.95), soda ($7.99), etc.

Who is providing the food? *

- ☐ UAS Catering - BEO
- ☑ Student Organization

Signed Food Permit Form * Upload file

ACM_Food_Handler_Fall_2026_merged.pdf (Delete)
Project_Workshop_6_Cal_State_LA_Temporary_Food_Permit_Request_Application_Student_Organizations_ (Delete)

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

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

Screenshot_314.png (Delete)
Screenshot_310.png (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

project_workshop_ACM_Flyers_Fall_2026_Drafts.png (Delete)

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

Meeting Attendance

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:

Event Details

Project Workshop 6

Career Workshop

Students will learn how to build a custom website from scratch.

Tue, Nov 17, 2026
3 PM – 4:20 PM
Private Location (sign in to display)

Event Coordinator	Salvador Sarabia	**Reg Option #1**	RSVP
Team Members	-	**Price**	$0
Dress Code	-	**Registrations Start**	-
Food Provided	Yes	**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: 2614

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 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.

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:

ET A226

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
- ◉ No

Food

Will you be serving food at this event? *

- ◉ Yes

- ○ No

Who will be providing the food?

- ○ University Catering (UAS)
- ◉ Student Organization

If the student org is purchasing the food from a store, restaurant, vendor - mark student org.

A completed, signed temporary food permit is required for all on-campus events with food unless the food is provided by University Catering. Pre-packaged snacks/beverages also require a food permit. *

Upload file

Cal_State_LA_Temporary_Food_Permit_Request_Application_Student_Organizations_signed_1.p
(Delete)

Document: Food_permit_example

Marketing/Media

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

- ☑ Student Organization Members
- ☑ 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
- ◉ No

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

- ○ Yes
- ◉ 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)

- ☑ 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
- ◉ 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

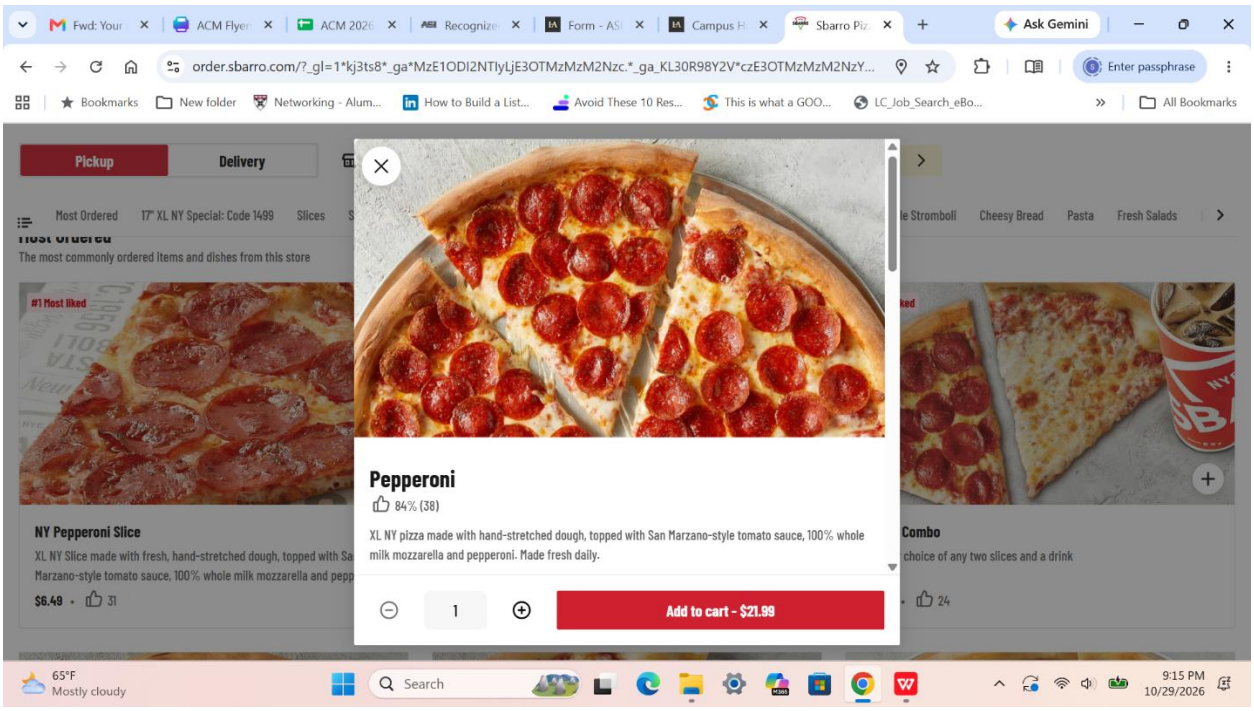
As an officer of this organization, I will take responsibility to ensure that the event that my organization is sponsoring will follow all guidelines set forth by the university. I acknowledge that this event and any associated event space reservations may be subject to cancellation based on my organization's recognition status.

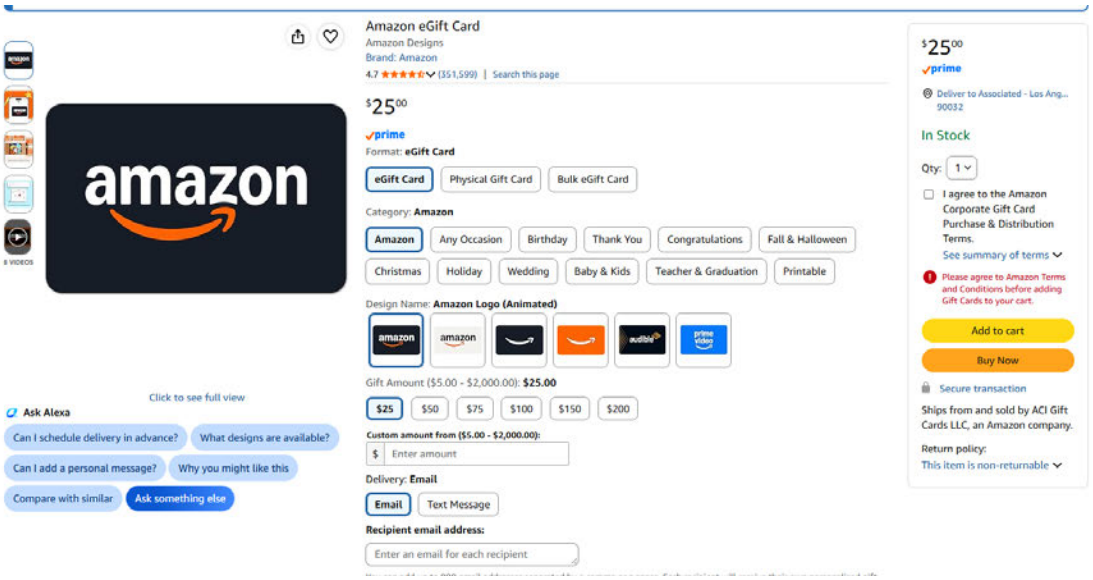
I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Acknowledgment of above statement *

Salvador Sarabia

Project Workshop 6			
Items	**Quantity**	**Price**	
Pizza	4	$	90.00
Gift Cards ($25 each)	4	$	100.00
	Total	$	190.00
	Requested Amount	**$**	**190.00**


Pickup
Delivery
Most Ordered
17" XL NY Special: Code 1499
Slices
Cheesy Bread
Pasta
Fresh Salads
The most commonly ordered items and dishes from this store
#1 Most liked
NY Pepperoni Slice
XL NY Slice made with fresh, hand-stretched dough, topped with San Marzano-style tomato sauce, 100% whole milk mozzarella and pepperoni
$6.49
31
Pepperoni
84% (38)
XL NY pizza made with hand-stretched dough, topped with San Marzano-style tomato sauce, 100% whole milk mozzarella and pepperoni. Made fresh daily.
1
Add to cart - $21.99
Combo
choice of any two slices and a drink
24
65°F
Mostly cloudy
Search
9:15 PM
10/29/2026


amazon
Click to see full view
Ask Alexa
Can I schedule delivery in advance?
What designs are available?
Can I add a personal message?
Why you might like this
Compare with similar
Ask something else
Amazon eGift Card
Amazon Designs
Brand: Amazon
4.7 (351,599) | Search this page
$25.00
prime
Format: eGift Card
eGift Card
Physical Gift Card
Bulk eGift Card
Category: Amazon
Amazon
Any Occasion
Birthday
Thank You
Congratulations
Fall & Halloween
Christmas
Holiday
Wedding
Baby & Kids
Teacher & Graduation
Printable
Design Name: Amazon Logo (Animated)
Gift Amount ($5.00 - $2,000.00): $25.00
$25
$50
$75
$100
$150
$200
Custom amount from ($5.00 - $2,000.00):
$
Enter amount
Delivery: Email
Email
Text Message
Recipient email address:
Enter an email for each recipient
$25.00
prime
Deliver to Associated - Los Ang... 90032
In Stock
Qty: 1
I agree to the Amazon Corporate Gift Card Purchase & Distribution Terms.
See summary of terms
Please agree to Amazon Terms and Conditions before adding Gift Cards to your cart.
Add to cart
Buy Now
Secure transaction
Ships from and sold by ACI Gift Cards LLC, an Amazon company.
Return policy:
This item is non-returnable

CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

RMEHS Office Use Only

PERMIT #: 2627-120

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: Project Workshop 6

Event Location: ET A226

Event Start Date: 11/17/2026 Event End Date: 11/17/2026 Hours of Operation: 3:00pm-4:20pm

Contact Name: Salvador Sarabia Email: _____ Phone: _____

Food Handler(s) Information: Food Handl erCertificate(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: Salvador Sarabia Email: _____

Name of Certified Food Handler: Charlie Kaing Email: _____

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☐ Catering ☒ Other: Sbarro

List exact food/beverage(s) that will be sold/served, including ingredients:

Pizza

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? Thermobag

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

Sbarro 5151 State University Drive, Los Angeles, CA 90032

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.

Salvador Sarabia	Salvador Sarabia Salvador Sarabia (Oct 2, 2026 17:13:02 PDT)	10/02/2026
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	Fabiola Avina Fabiola Avina (Oct 6, 2026 09:05:23 PDT)	10/06/2026
2. Name of Center for Student Involvement Approver *(USU 204) (Student Organizations Only)*	Signature	DATE
Amanda Tapia	Amanda Tapia (Oct 6, 2026 09:49:51 PDT)	10/06/2026
3. Name of University Auxiliary Services, Inc. Approver *(Golden Eagle Bldg. 314)*	Signature	DATE
Mike Morales	Mike Morales Mike Morales (Oct 6, 2026 14:44:39 PDT)	10/06/2026
4. Name of Environmental Health & Safety Approver *(Corporation Yard Bldg. 244)*	Signature	DATE

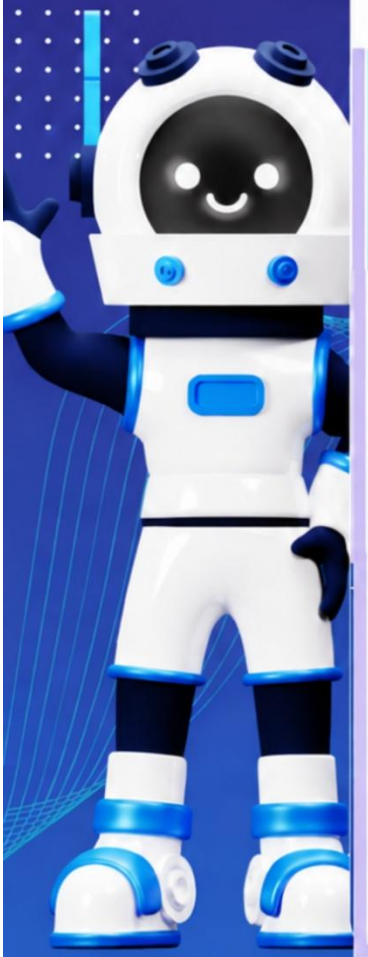
SCAN ME

acm
CAL STATE LA

BEGINNER LEVEL

WEBSITE PORTFOLIO

Project Workshop



Build a custom website from scratch and get hands on experience with project development. Great expereince to put on your resume and stand out to tech recruiters.

Intro to Web Dev
Learn the fundamentals of web design using HTML, CSS and JavaScript!

Zero Experience Needed
Step-by-step, hands-on guidance perfect for beginner and first-time coders.

W1 • SEP 8 — INITIAL PROJECT SETUP
W2 • SEP 22 — SUMMARY GENERATION
W3 • OCT 6 — SAVE SUMMARIES
W4 • OCT 22 — UI & ERROR HANDLING
W5 • NOV 4 — FLASHCARDS
W6 • NOV 17 — TBD
3:00–4:20 PM • ET A226

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