

FUNDING REQUEST FORM

2020-2021

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: *Ye Yuan Huang*

CLUB/ORG: School Psychology Student Association
 EVENT TITLE: National Association of School Psychologists
 DATE(S) OF EVENT: 2/23/21 - 2/26/21 SEMESTER: SPRING
 EVENT LOCATION: Virtual Platform
 TOTAL ATTENDANCE: 5000
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 35

DocuSigned by:
 D8BC5B3F674C44A...

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 The Conference is the largest gathering of school psychologists and graduate students. It offers more than 300 virtual session and workshops on information research regarding the field of School Psychology

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 It will allow School Psychology students to become highly professional and enhance the reputation of the school's psychology department. Knowledge we gain will be shared and ideas implemented.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
		Conference Registration Fee x 35

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 1015
 TOTAL REQUESTED FROM ASI: 1015
 AMOUNT FROM OTHER SOURCES: [REDACTED]
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS: [REDACTED]
 TIME STAMP: [REDACTED]





Event Registration

National Association of School Psychologists Conference

[APPROVED]

4:51:28 PM

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?
School Psychology Student Association

Event Name

National Association of School Psychologists Conference

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

35

About the event

Please describe what this event is about and include all intended activities that will take place.

The National Association of School Psychology Conference is held annually where all the nations School Psychologist and graduate students gather together to review information and research regarding the field. Due to the pandemic, the conference will be held virtually and expanded over 4 days and involves: Convention Workshops, Documented Sessions, Featured Sessions, the Keynote Address, and the President's Strands. We have some students expected to present at the virtual conference, in which they will be representing Cal State Los Angeles through documented sessions. This also allows the graduate students to further their knowledge on the field and network. The knowledge we gain from the conference will be brought back to the community of Cal State Los Angeles where we will hold a virtual discussion to share all information gathered from the conference to all individuals who were unable to attend.

Time & Location

Start Date/Time

02/23/2021 - 9:00 AM

End Date/Time

02/26/2021 - 5:15 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

Where will the event take place?

What online platform will this event use to host the event?

Other (please describe)

You've selected other. Please enter where you will be hosting this virtual event.

NASPOne.org

Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

<https://apps.nasponline.org/professional-development/convention/live-sessions.aspx>

Is a password required to gain access?

No

Do participants need to RSVP?

No

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 Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Printed Media Upload*

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

[56fa546f-4751-417e-8e56-7bf9e2b6d325.png](#)

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

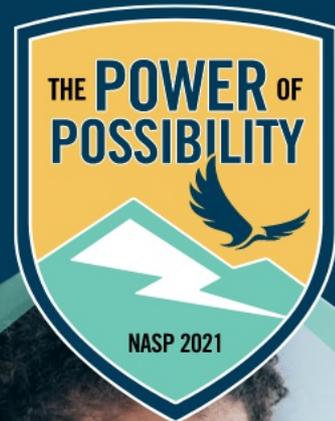
Tags

VIRTUAL CONFERENCE/CONVENTION

Cover Image

Please select an image that corresponds to your event.

NASP 2021 VIRTUAL CONVENTION



February 23–26, 2021
Where You Are

Register by
January 27 to
SAVE \$50
and receive a NASP
“Packet of Possibilities”
in the mail.*

*Details at www.nasponline.org/NASP2021. First 3,000 registrants only.

Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered. For Fall 2020 all of these event categories must be held virtually.

Conference/Convention

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.

For any other questions contact the Vice President for Finance by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

Will a movie be shown at this event?

No

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH 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.

Signature Pad Field

Handwritten signature in black ink that reads "Pauli Wong". The signature is written in a cursive, flowing style.

Event Guidelines & Resources

Student Organization Event Guidelines

Fall 2020 Event Registration Procedures

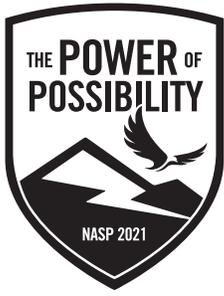
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the [Student Organization Handbook](#).

In compliance with [University](#) and [local City and County of Los Angeles](#) guidelines, Cal State LA student organization events and meetings for Fall Semester 2020 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- 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
- Conference, conventions, and retreats

Student organizations are prohibited from holding in-person events, meetings, and activities either on or off campus. In addition, the following **in-person elements will not be approved** for student organization events and as such should be excluded from your planning processes:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol
- Activities that require general release waivers
- Benefits to proceeds/fundraising transactions conducted in person
- On-Campus space and room reservations



NASP 2021 VIRTUAL CONVENTION REGISTRATION FORM

February 23-26, 2021 • Where You Are

Please print or type all information and **send to NASP Convention Registration, 11208 Waples Mill Road, Suite 112, Fairfax, VA 22030**. Please make a copy of this form for your records. *Accepted credit cards include Visa and MasterCard only. Checks and money orders must be made payable to "NASP" in U.S. dollars. Please note that NASP is unable to accept checks covering more than one person's registration fee or any Purchase Orders.*

Name: (First) _____ (Last) _____

NASP Member Number: _____ Email Address: _____

Address: (Work or Home) _____

City: _____ State/Province: _____ Zip/Postal Code: _____

Phone: (Home) _____ (Work) _____

Cell: _____ Number of Years Working in School Psychology: _____

SECTION 1: REGISTRATION FEES [FULL]

Check One:

	Member	Student Member	Nonmember
Early (Available through 1/27/21)	\$199 <input type="checkbox"/>	\$29 <input type="checkbox"/>	\$409 <input type="checkbox"/>
Full (Available 1/28/21-Event)	\$249 <input type="checkbox"/>	\$39 <input type="checkbox"/>	\$459 <input type="checkbox"/>

\$29 X 35 qty

Section 1 Subtotal \$ _____

SECTION 2: NASP Membership—Save on Convention Registration Fees!

If you are not yet a NASP member, join today to receive the discounted member convention registration rates. Visit www.nasponline.org/membership to access membership category descriptions and information on the many other benefits of NASP membership.

Select your membership category.

Membership Through June 30, 2022

Membership Category

Regular	M2	\$330 <input type="checkbox"/>
Student	S2	\$120 <input type="checkbox"/>
Early Career-1st Year	E2	\$210 <input type="checkbox"/>
Early Career-2nd Year	F2	\$255 <input type="checkbox"/>
Retired	R2	\$135 <input type="checkbox"/>
Canadian	C2	\$330 <input type="checkbox"/>
International	I2	\$335 <input type="checkbox"/>
Associate	A2	\$330 <input type="checkbox"/>
Student Associate	B2	\$120 <input type="checkbox"/>
Common Address	Y2	\$245 <input type="checkbox"/>
Leave of Absence	L2	\$110 <input type="checkbox"/>

Student Members:

Name of University _____

Expected Graduation Year (Terminal Degree) _____

Common Address Members:

Name of Regular Member With Whom You Reside _____

Regular Member's Member Number _____

Leave of Absence Members:

Explanation of Leave of Absence _____

Section 2 Subtotal \$ _____

SECTION 3: DONATION

Contribution to the Minority Scholarship Fund [CON1] \$ _____

SECTION 4: WAIVERS AND CANCELLATION POLICY

Please Read and Sign

I acknowledge that I am physically able to take part in all convention activities (such as educational sessions and special events). I assume full responsibility for my own well-being, have chosen to participate in the NASP 2021 Annual Convention of my own free will, and agree not to allow any other individual to participate in my place. In case of damage or injury to myself or my personal property, I will indemnify and hold harmless NASP and its officers, directors, employees, agents, and members and bear all costs they incur for all loss, expense, damage, causes of action, claims, or demands of whatever kind and nature, including judgments and interest.

I consent and authorize NASP to copyright, use, and publish any of the images or recordings in any format taken of me during any NASP event. I understand these images may be used for a variety of purposes and may appear on the NASP website, in NASP publications, promotional materials, or any other media now known or to be invented. I agree that NASP will not be responsible for unauthorized use of the images or recordings. I am aware that I am not entitled to any compensation and that the images may appear with or without my name.

A \$25 processing fee will be deducted from all registration refunds. Cancellations will not be accepted after January 27, 2021, or on site.

I have read, understand, and agree to abide by the cancellation policies included on the NASP website as well as the Section 4 paragraphs above.

Signature: _____ Date: _____

SECTION 5: PAYMENT METHODS

Please complete for your registration to be processed. Purchase Orders cannot be accepted.

SECTION 1 (required) \$ _____ SECTION 2 \$ _____ SECTION 3 \$ _____

 Check No. _____ Credit Card No. _____ Visa MC Exp. Date _____

Name as it appears on credit card: _____

 Billing address same as on page one.

Authorized Cardholder's Signature: _____

Cardholder Billing Address: _____
_____**TOTAL ENCLOSED
(Sections 1-3) \$ _____**

@SPSACSULA #NASP2021

National Association of School Psychologists



NASP 2021

VIRTUAL CONVENTION

FEBRUARY 23 - 26, 2021

300 on-demand sessions

20+ hours of live sessions

15 live Practitioner Conversations

Networking with live chat

interactive Exhibit Hall

Learn about emerging topics

