

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: *Sofia Garcia*

CLUB/ORG: Society of Women Engineers
 EVENT TITLE: Navigating a Virtual Conference (NSBE)
 DATE(S) OF EVENT: Feb 16th, 2021 SEMESTER: FALL
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 30
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 29

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 As students, we continuously learn and improve. From Fall 2020 conferences, there were many mishaps when navigating a virtual conference including deleted messages. remaining in contact. and bad reception.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 As students, we continuously learn and improve. From Fall 2020 conferences, there were many mishaps when navigating a virtual conference including deleted messages, remaining in contact, and bad reception.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Target Giftcards (\$25x1)	\$25

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$25
 TOTAL REQUESTED FROM ASI \$25
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:





Event Registration

02-16 Navigating a Virtual Conference @2-3pm

[APPROVED]

3:24:33 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?
Society of Women Engineers

Event Name

02-16 Navigating a Virtual Conference @2-3pm

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.

30

About the event

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

As students, we continuously learn and improve. From Fall 2020 conferences, there were many mishaps when navigating a virtual conference including deleted messages, remaining in contact, and bad reception. This event will guide students on what actions and steps to take in the event that these situations were to happen to them.

Time & Location

Start Date/Time

02/16/2021 - 2:00 PM

End Date/Time

02/16/2021 - 3:00 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?

Zoom

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://calstatela.zoom.us/j/89263233627>

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?

Email

Website

Social Media

Social Media Site

Instagram

Social Media Handle

swecalstatela

Printed Media Upload*

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

[7fcc1845-1e04-48ff-9ee1-d39a624e94c4.png](#)

What other methods of marketing will your organization use?

N/A

Website URL for marketing

Requires http:// or https://

<https://calstatela.swe.org/>

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

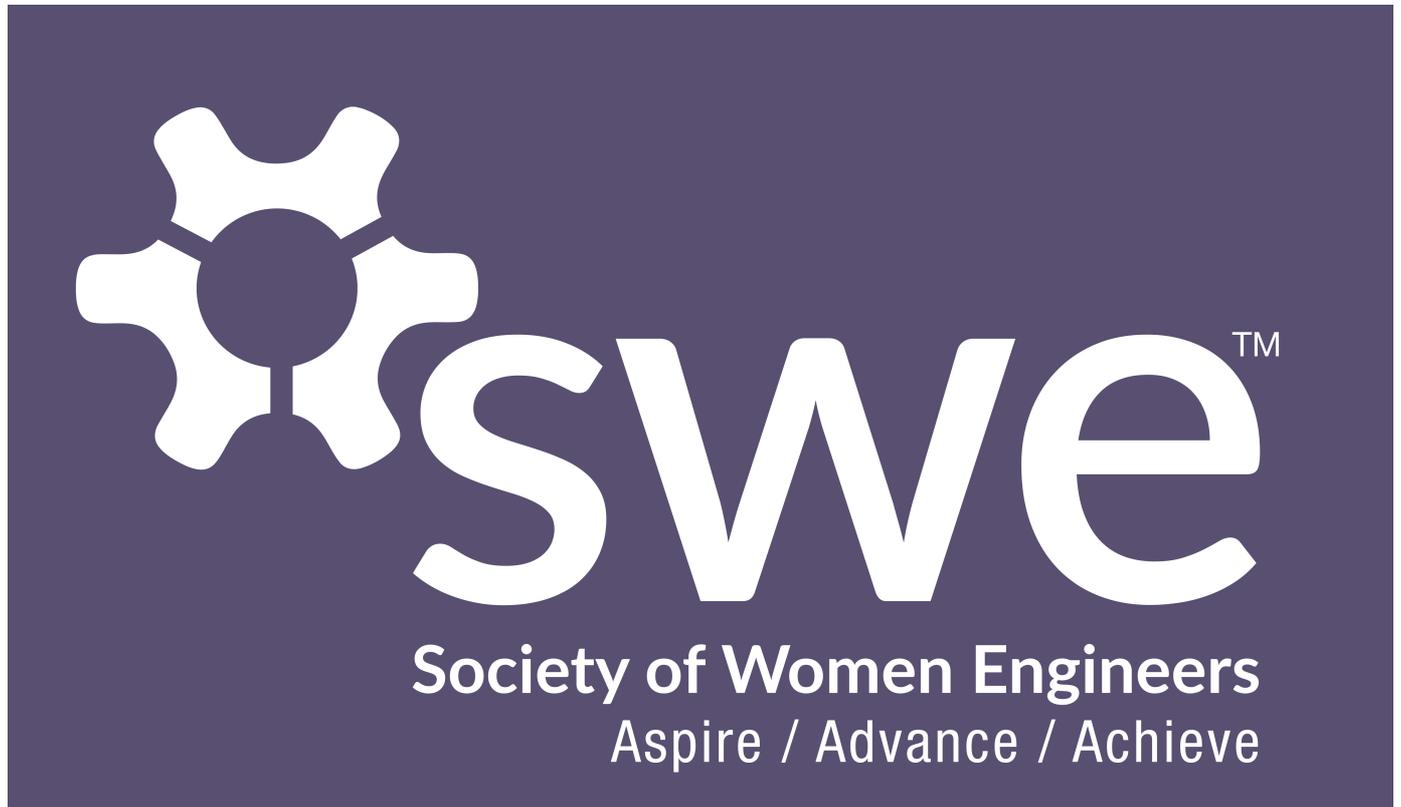
No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.



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.

Educational Workshop/Program

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

A handwritten signature in black ink that reads "Sapia Curran". 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



NSBE X SWE PRESENT

NAVIGATING A VIRTUAL CONFERENCE

February 16, 2021

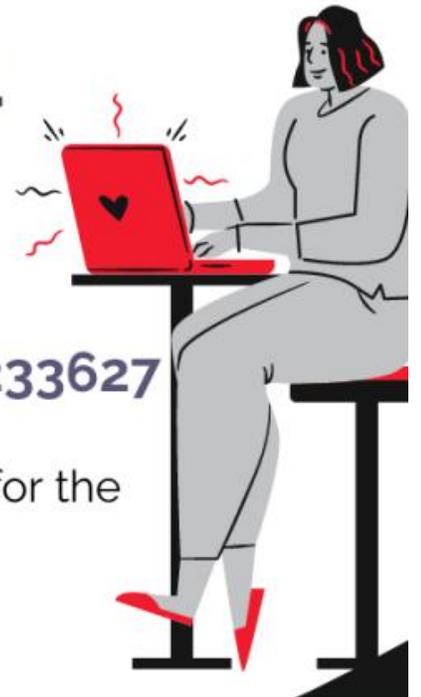
2:00 - 3:00 PM

ZOOM LINK:

<https://calstatela.zoom.us/j/89263233627>



- Learn more about how to prepare for the NSBE Conference
Ask questions
& more!!!



Your cart (1 item): \$25.00

Sign in



Email delivery

1 item



\$25.00

Great Big Thanks GiftCard \$25

Qty 1

Save for later

Email delivery

Send today or schedule for later

Order summary

Promo code

Apply

Subtotal (1 item)\$25.00

DeliveryFree

Estimated tax\$0.00

Delivery & tax for 90220

Total\$25.00

Get \$50 off**

a future qualifying purchase \$100 or more when approved for a RedCard

Offer valid 1/16-2/20. **Some restrictions apply.

Apply now

for a credit or debit RedCard

Shop safely at Target

cart # 1067729141764

I'm ready to check out