ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

2021-2022

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. **All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.**

2. **Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.**

3. **Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.**

[X] CSI EVENT REGISTRATION FORM [X] EVENT ESTIMATES / INVOICES (NOT PAID) [X] EVENT FLYER WITH ASI LOGO [ ] REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ▮▮▮▮▮▮

OFFICER TITLE: ▮▮▮▮

ADDRESS: ▮▮▮▮▮▮

CITY: ▮▮▮▮   STATE: ▮▮   ZIP: ▮▮▮

PHONE: ▮▮▮▮   EMAIL: ▮▮▮▮▮▮

SIGNATURE: *Meagan Almazan*   12/1/2021 | 17:05 PST

CLUB/ORG: School Psychology Student Association

EVENT TITLE: NASP Annual Conference

DATE(S) OF EVENT: 2/15-2/18/2022   SEMESTER: SPRING

EVENT LOCATION: Virtual

TOTAL ATTENDANCE: 12

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 12

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? [X] YES [ ] NO

BRIEFLY DESCRIBE THE EVENT:

NASP (National Association of School Psychologists) Annual Convention 2022 will provide valuable and various professional development information, workshops, and networking opportunities virtually.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will enrich, foster, and expand student experience and knowledge by widening their perspectives through professional development, lectures from across the nation, and virtual networking opportunities with individuals outside Cal State LA.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				NASP Student Membership	$708
				NASP Virtual Conference	$960

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: $1668

TOTAL REQUESTED FROM ASI: $1668

AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS:

TIME STAMP:

FOR THE STUDENTS, BY THE STUDENTS

REV 8/09/2021

ASI

Event Registration

NASP Annual Convention 2022

Submitted By: ██████████████████████ on 11/3/2021 8:31:58 AM

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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

NASP Annual Convention 2022

Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

About the event

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

NASP (National Association of School Psychologists) Annual Convention 2022 will host various professional development and networking opportunities including information sessions and workshops. The event will be held February 15-18, 2022 virtually.

Time & Location

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

02/15/2022 - 8:00 AM

End Date/Time

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.

Virtual

Where will the virtual event/meeting take place?

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

Zoom

How can participants RSVP for this event?

Online

Do participants need to RSVP?

Yes

RSVP Link

Requires http:// or https://

https://www.nasponline.org/professional-development/nasp-2022-annual-convention

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

https://www.nasponline.org/professional-development/nasp-2022-annual-convention

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.

███████████

Officer Contact Phone Number

██████████

Contact Email

Provide the officer's email address.

████████████████

Organization Advisor Email

Provide the advisor's Cal State LA email address.

████████████████

Organization Advisor Name

Please provide the name of the student organization advisor.

████████

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?

Social Media

Social Media Site

Instagram

Social Media Handle

SPSACSULA

Marketing Media Upload*

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

5a9e13d7-5471-40c0-b54d-8f0177129da0.jpg

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL   LEADERSHIP DEVELOPMENT   LECTURE/SPEAKER

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, for Fall 2021 organization meetings and tabling must also be registered.
Conference/Convention

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Not Applicable

Will the event have security?

No

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

Yes

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

Proceeds to Benefit Transactions

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?
NASP Student Membership: $80. Preregistration (Through 1/19/22): $59 for student members, $359 for nonmembers. Full Registration (1/20/22 to 2/14/22 at 5:00 p.m. EST): $79 for student members,$409 for nonmembers.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

U-SU Student Organization Account

BC076

Acknowledgment

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the Presence Guide to Event Check-in.

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the Cal State LA Student organization Event Guest Check-in Form. Guests must successfully complete the COVID19 Health Self-Screening prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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.
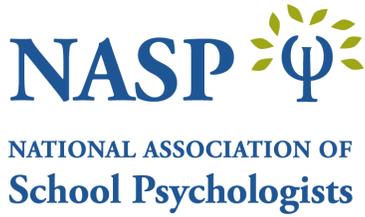
Signature Pad Field
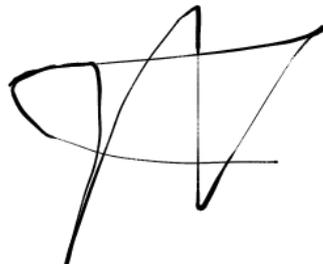
Event Guidelines & Resources

Student Organization Event Guidellines

2021-2022 Event Registration Procedures

Boston Express Virtual Package

Register **by January 19** to save big with our early registration rates. View full registration details on our deadlines & fees page.

This interactive, online experience allows you to livestream all eight 80-minute Documented Sessions and chat with other virtual attendees of Documented Sessions at the same time.* Virtual package registrants will also have access to this content (minus the chat) for 60-days starting approximately two weeks after convention. This is a convenient, low-cost way to pick up new skills, learn from experts in the profession, and earn 10 NASP-approved, documented CPD credits from the comfort of your own home.

NOTE: This is a standalone package. You do not need to register for the entire convention to register for the Boston Express Virtual Package.

For additional information on what topics will be covered and when these sessions will be presented, visit our session list and filter for Documented Sessions.

"Boston Express" Fees

	Mem	Non	Stu
Preregistration (Through 1/19/22)	$149	$359	$59
Full Registration (After 1/19/22 through event)	$199	$409	$79

NASP also is approved by the American Psychological Association to sponsor continuing education for psychologists. NASP maintains responsibility for this program and its content.

National Association of School Psychologists

4340 East West Highway, Suite 402, Bethesda, MD 20814
P: 301-657-0270 | Toll Free: 866-331-NASP | F: 301-657-0275

2022 NASP ANNUAL CONVENTION

THE PROGRAM IS FILLED WITH LEARNING AND NETWORKING OPPORTUNITIES. LEARN MORE ABOUT THIS YEAR'S KEYNOTE SPEAKER, FEATURED SESSIONS, PRESIDENT'S STRANDS, AND MORE.

TUNE IN VIRTUALLY ON
FEBRUARY 15 - 18, 2022

Pre-registration (Through 1/19/22)
Full Registration (1/20/22 to 2/14/22 at 5:00 p.m. EST)