F U N D I N G   R E Q U E S T   F O R M

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.**

✔ CSI EVENT REGISTRATION FORM   ✔ EVENT ESTIMATES / INVOICES (NOT PAID)   ✔ EVENT FLYER WITH ASI LOGO   ☐ EQUIRED SUPPORTING MATERIAL _ASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ▮▮▮▮▮

OFFICER TITLE: ▮▮▮

ADDRESS: ▮▮▮▮▮

CITY: ▮▮▮   STATE: ▮   ZIP: ▮▮

PHONE: ▮▮▮   EMAIL: ▮▮▮▮

SIGNATURE: *[signature]* 782195DB8974464...

CLUB/ORG: Early Entrance Program Club

EVENT TITLE: Movie Fundraiser

DATE(S) OF EVENT: May 22, 2022   SEMESTER: FALL

EVENT LOCATION: 1 E Main St, Alhambra, CA 91801

TOTAL ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ✔ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

We will get movie tickets from ASI and sell them for the same price to students. Then we will meet to watch the movie together.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will give students a chance to relax and bond over a popular film after finals.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Movie Tickets (x50)	$500

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT $500

TOTAL REQUESTED FROM ASI $500

AMOUNT FROM OTHER SOURCES $0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

n/a

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Registration

Movie Fundraiser

[APPROVED]

Revised By: ████████████████████████ 2:15:20 PM - Version 2

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?

Early Entrance Program Club

Event Name

Movie Fundraiser

Estimated Attendance

Please describe the estimated attendance of participants for this event.

30

About the event

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

We go to watch a movie.

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

05/22/2022 - 2:00 PM

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.
In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By email

Where will your in-person event/meeting take place?

Off-Campus

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.
Regal Edwards Alhambra, 1 E Main St, Alhambra, CA 91801

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?

Email

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

MUSIC & ENTERTAINMENT

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.
Proceeds to Benefit (Fundraisers, Tabling Selling Non-Food/Items, Collecting Donations)

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. 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?

Yes, we plan on streaming a movie.

What is the title of the movie?

Doctor Strange in Multiverse of Madness

How do you plan on showing the movie?

Other

Other streaming service you're using for your virtual movie event.

Theater

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?

Selling movie tickets, $10/ticket

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

Subject to verification.

University-Student Union Account

U-SU Student Organization Account

BC027

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

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 and Spring Semesters 2021-2022 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:
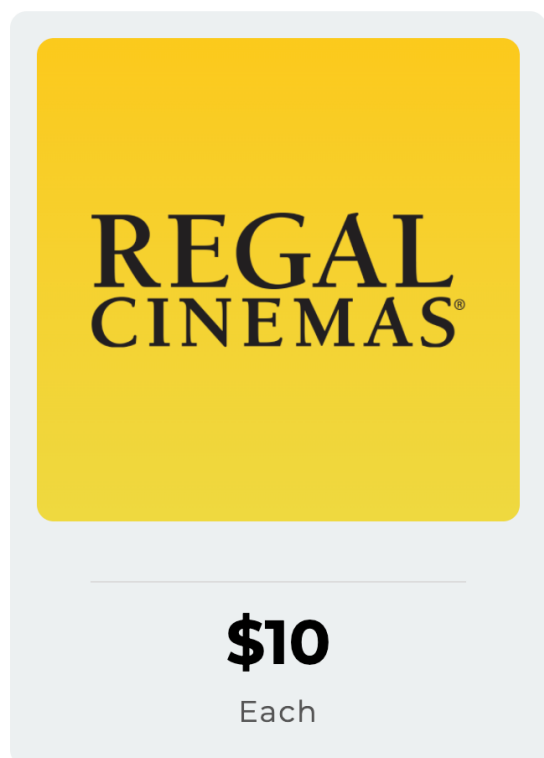
- Meetings
- Tabling
- Social events
- Recruitment events

Early Entrance Program Club

eepcsocial@gmail.com

Dr. Strange Movie Fundraiser 5/22 Invoice

description	amount
Movie Tickets (x50)	$10.00 per ticket
Subtotal	$500.00
Tax	$0.00
Total	$500.00

REGAL CINEMAS®

$10

Each

EARLY ENTRANCE PROGRAM CLUB HOSTS

DR. STRANGE
IN THE MULTIVERSE OF MADNESS

Rewind after finals with your friends!

$10 per ticket

MAY 22, 2022
2:00 - 4:30 PM
REGAL EDWARDS ALHAMBRA
1 E MAIN ST, ALHAMBRA, CA 91801