

FUNDING REQUEST FORM

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]	CLUB/ORG: Association for Computing Machinery
OFFICER TITLE: [REDACTED]	EVENT TITLE: ACM Fall 2024 Movie Night
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 10/25/2024 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Regal Edwards Alhambra Renaissance St. +
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 25
SIGNATURE: _____	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 25

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

CSULA students will be watching Venom The Last Dance at Regal Edwards Alhambra and have a great evening.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

ACM Movie Night is a community building tradition we have every single semester where students are encouraged to watch a movie. Through this, we provide a safe space for our CSULA students to meet +

PART 4 - COST BREAKDOWN

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

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Movie Tickets x 25	312.5

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 312.5

TOTAL REQUESTED FROM ASI 312.5

AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: _____



Event Update

ACM Fall 2024 Movie Night

[APPROVED]

Event Tiers and 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.

Event Information

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

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Association for Computing Machinery

Event Name

ACM Fall 2024 Movie Night

Estimated Attendance

Please describe the estimated attendance of participants for this event.

45

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

Presence to all students.

About the event

ACM Movie Night is a community building tradition we have every single semester where students are encouraged to watch a movie. Through this, we provide a safe space for our CSULA students to meet new people. The movie we want to watch is Venom The Last Dance. By considering these advantages and tailoring the movie selection and event format to meet the needs and interests of CSULA students and the community, the ACM movie night can be a valuable and enjoyable experience for all involved.

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

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

10/26/2024 - 6:00 PM

End Date/Time

10/26/2024 - 9:00 PM

Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

10/26/2024 6pm-9pm

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?

Online

RSVP Link

Requires http:// or https://

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 Renaissance Stadium 14 & IMAX - 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.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

Collaborations

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?

No

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Website

Website URL for marketing

Requires <http://> or <https://>

<https://acm-calstatela.com/>

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:

<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

COMMUNITY BUILDING AND CELEBRATION

MOVIE/FILM

SOCIAL

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



ACM PRESENTS
Movie Night



VENOM

THE LAST DANCE



REGAL EDWARDS ALHAMBRA RENAISSANCE

OCTOBER 25TH | SHOWING AT 6PM



SCAN HERE IF INTERESTED!

Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.

Recreational Program

Social Program

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 food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

No

Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

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.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

Yes

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

Ticket/Audience Participation Fee

Please describe the Ticket/Audience Participation Fee and how funds are to be collected

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved club banking exemption.

Funds will be collected through Venmo and Paypal. (We are exempt)

Will a movie/show be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events. Additional information about this policy can be found here in the student org handbook. <https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support>

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your 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](#).

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

Subject to verification.

Approved Exempt Status

Acknowledgment

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.

Signature Pad Field



Scroll up to submit this form.

**Employee Tickets/OBC P****\$198.00**

Merchant Contact Information

 CA 90638

Additional Information

Transaction Date**Sat 10/19/24****Posted Date***Pending*

Pending transactions are charges that temporarily display on your account while being processed, and can also represent placeholder amounts - sometimes as low as \$1.00.

- You may see a different amount or description between pending and posted transactions, especially with gas station transactions.*
- Transactions will appear in your "Posted Activity" once they have finished processing.*
- Pending transactions generally post within 3 days; however, please allow up to 10 calendar days.*

[Privacy & Terms](#) | [Provide Feedback](#)**Member
FDIC**

**Employee Tickets/OBC P****\$77.00**

Merchant Contact Information

 CA 90638

Additional Information

Transaction Date**Sat 10/19/24****Posted Date***Pending*

Pending transactions are charges that temporarily display on your account while being processed, and can also represent placeholder amounts - sometimes as low as \$1.00.

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[Privacy & Terms](#) | [Provide Feedback](#)**Member
FDIC**



🔍 Ask Fargo



Sign off

Transaction details

\$37.50

Transaction: 10/21/2024

Authorized transactions ⓘ

Additional info

Transaction description

PURCHASE REG ALHAMBRA ALHAMBRA CA





ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

ACM PRESENTS

Movie Night
VENOM
THE LAST DANCE



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