# Associated Students, Inc.
## Funding Request Form
## 2016-17

"...For the Students, by the Students!"

**Necessary Documents:**
- ☑ Event Flyer w/ A.S.I. Logo
- ☑ CSI Event Reg. Form
- ☑ Estimates / Food Permits
- ☑ Event Estimates / Invoices

### Contact

Officer Name:
Officer Title:
Address:
City/State/Zip:
Phone & Email:
Officer Signature:

### Organization

Club/Organization: Accounting Society
Event Title: Pupusas Food Sale
Date(s) of Event: 10/23/2017 Quarter: Fall
Location of Event: In front of King Hall
Expected Total Attendance: 50+
Expected Attendance of Cal State LA.Students: 50+

### Event Description and Total Cost Breakdown

Briefly describe the event:

Accounting Society will have a fundraising food sale. All the fund go to the club to benefit members/officers.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

This will help students come together and improve their social and personal networking skills

### Hospitality

| Description | Amount |
|---|---|
| Pupusas | $ 163.88 |
| Beverages | $ 74.79 |
| Utensils | $ 33.52 |
| | |

### Honoraria/Contracts

| Description | Amount |
|---|---|
| | |
| | |
| | |
| | |

### Marketing

| Description | Amount |
|---|---|
| | $0.00 |
| | |
| | |
| | |

### Other

| Description | Amount |
|---|---|
| | |
| | |
| | |
| | |

### Event Summary

Total Cost of Event: $ 272.19

Amount Requested from A.S.I.: $ 272.19

Amount from other sources:

What other resources are you employing for this event?

### For Office Use Only • Do Not Write Below

**Important:**

(1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
(2) Additionally, funding request forms must be turned in no less than10 business days (2 weeks) prior to the event.
(3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

**All forms must have a Time Stamp and staff initial:**

'17 OCT 2 AM 11:5[illegible]

Rev'd. 9/2/16

# STUDENT ORGANIZATION
# EVENT REGISTRATION FORM

COMPLETED

This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Accounting Society PHONE: 626-274-7502 DATE: 10/23/17

EVENT CONTACT NAME: Juan Espinoza 323-514-5156 EMAIL:

NAME OF EVENT: Pupusa Fundraising LOCATION: In front of King Hall

EVENT DATE: 10/23/17 BEGIN TIME: 10:30 am END TIME: 3:00 pm ESTIMATED ATTENDANCE: 50+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- [x] FUNDRAISER
- [ ] EDUCATIONAL PROGRAM
- [ ] SPIRITUAL PROGRAM
- [ ] RECREATIONAL PROGRAM
- [ ] DANCE/PARTY
- [ ] SOCIAL PROGRAM
- [ ] COMMUNITY SERVICE
- [ ] CONFERENCE/CONVENTION
- [ ] OTHER:

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- [ ] SPORTS ACTIVITY OR TOURNAMENT
- [ ] FOREST CLEAN-UP
- [ ] INTERNATIONAL TRAVEL
- [ ] BEACH CLEAN-UP
- [ ] INDOOR/OUTDOOR COOKING
- [ ] DOMESTIC TRAVEL
- [ ] BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Accounting Society will have a fundraising food sale. All the sale profit will go to the club in order to benefit members / officers

WHO IS INVITED (CHECK ALL THAT APPLY):

- [x] STUDENT ORG. MEMBERS
- [x] CAL STATE L.A. COMMUNITY
- [ ] OTHER COLLEGES & UNIV.
- [ ] GENERAL PUBLIC
- [ ] GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement. [ ] NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?
(If yes, please complete statement regarding cash transactions on the back of this form) [x] NO [ ] YES, HOW MUCH?

WILL A MOVIE BE SHOWN? [x] NO [ ] YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? [x] NO [ ] YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? [ ] NO [x] YES

IF YES, WHO WILL PROVIDE THE FOOD? [ ] UNIVERSITY CATERING [x] OTHER: COSTCO Wholesale

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? [x] NO [ ] YES. **Please attach a completed request to serve alcoholic beverages.** (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? [x] NO [ ] YES Initials
If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? [x] NO [ ] YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? [ ] NO [ ] YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED 10/24/17 ME

## STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: , a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

**Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):**

1 pupusa : $2

1 drink : $1

PRESIDENT: Kevin Chen SIGNATURE: DATE: 09/25/17

TREASURER: Jose Flores SIGNATURE: DATE: 9/25/17

## EVENT GUIDELINES

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.

**CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Judicial Affairs.

**ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.

**PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

**MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.**

STUDENT ORG. OFFICER'S NAME Tu Nguyen SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) DATE: 10/2/17

ADVISOR'S NAME Xiaojie Sun 9/25/2017

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

**CENTER FOR STUDENT INVOLVEMENT (U-SU 204)**
**CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY** SIGNATURE: DATE: 10/2/17

**CENTER FOR STUDENT INVOLVEMENT DIRECTOR:**

**GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?** ☐ NO ☐ YES DATE REQUIRED:

**NOTIFICATIONS:**

☐ PUBLIC AFFAIRS DATE: ☐ ATHLETICS DATE:

☐ DEPT. OF PUBLIC SAFETY DATE: ☐ FACILITIES USE COORDINATOR DATE:

**NOTES OR UPDATES:**

Print Form | Clear Form

# CALIFORNIA STATE UNIVERSITY, LOS ANGELES
## TEMPORARY FOOD FACILITY PERMIT

Date of Event: 10/23/2017 Estimated Attendance: 50+

Name of Event: Pupusa Fundraising

Type of Event: Fundraiser Location: In front of King Hall

Sponsoring Organization: Accounting Society

Authorized Representative: Juan Espinoza Phone: 323-514-5156 Fax: _____

Time:

Access Time: _____ a.m./p.m. to _____ a.m./p.m.

Event Time: 10:30 a.m./p.m. to 3:00 a.m./p.m.

Type of Food Service:

☐ Bake Sale ☐ Snacks ☑ Food Sale ☐ Catering
☐ Barbecue ☐ Potluck ☐ Other (describe below)

**(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)**

Describe Other: _____

List all food and potentially hazardous food (*see* Temporary Food Facility Guidelines *for definition*) items to be sold/served (include ingredients), use back of page if necessary. Pupusa

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Golfo De Fonseca Restaurant 808 N. Vermont Ave, Los Angeles CA 90029

List all beverages to be sold/served: Pepsi, 7-up, Brisk, Water Bottle Pepsi Products only

Where will beverages be prepared or purchased? Costco Wholesale, 2207 W Commonwealth Ave, Alhambra 91803

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

**Agreement**: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

**Insurance**: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a copy of ASI insurance.

**Liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.** This permit should be submitted at least 10 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

**Signatures shall be obtained in the following order.** Student organizations need all signatures; other organizations **1**, **3** and **4** only.

| | | |
|---|---|---|
| Signature of Sponsoring Organization Chairperson | | Authorized Representative to be present at event |
| Center for Student Involvement (UU 204) *(Student Organizations Only)* | | 10/2/17 Date |
| University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*) | | 10/2/17 Date |
| Environmental Health & Safety (*Corporate Yard Bldg. 244*) | 17-757 Permit No. | 10/12/17 Date |

RECEIVED 10/12/17 ME

*Revised 05/2012*

# Accounting Society

## Fundraising Event

# Pupusa Sale

$2.00 each

Monday October 23, 2017
10:30am - 3:00pm
Between King Hall & Library

**Come and Support Us!**

@AS.CSULA

Accounting Society CSULA

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

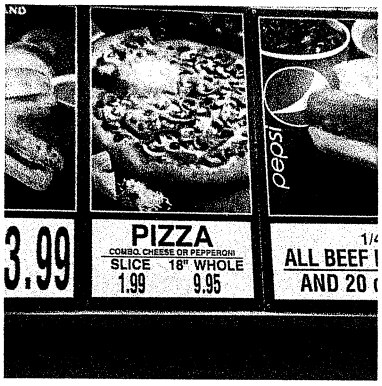
www.ascsula.com

**Hefty 8-3/4" Paper Plate, White, 225 ct**
**$15.69**

**Kirkland Napkin 1-Ply White 1,040ct**
**$14.99**

**Kirkland Signature Purified Drinking Water**
**$5.70**

**Pepsi, 12 oz, 36 ct**
**$13.43**




Gatorade Perform, Variety Pack, 12 oz, 28 ct
$16.77

$12.49
Solo Plastic Fork White 500ct

Accounting Society
CALIFORNIA STATE UNIVERSITY LOS ANGELES

# Invoice #: 106

## Event Date: 10/23/2017

Company Purchasing From:

- **Costco Wholesale -** W Commonwealth Ave, Alhambra CA 91803

  (626) 289-7164

- **Golfo De Fonseca Restaurant** - 808 N. Vermont Ave, Los Angeles, CA 90029

  (213) 483-7245

* Invoice only an estimate

| Description | Quantity | Price ($) | CRP/CNP | Subtotal ($) | Tax rate 9.25% | Total cost ($) |
|---|---|---|---|---|---|---|
| Pupusas | 150 | 1.00 | | 150 | 9.25% | 163.88 |
| **FOOD** | | | | | | **163.88** |
| | | | | | | |
| Brisk | 1 | 13.43 | | 13.43 | 9.25% | 14.67 |
| 7-up | 1 | 13.43 | | 13.43 | 9.25% | 14.67 |
| Gatorade Perform | 1 | 16.77 | | 16.77 | 9.25% | 18.32 |
| Pepsi | 1 | 13.43 | | 13.43 | 9.25% | 14.67 |
| Water Bottle | 2 | 5.70 | | 11.4 | 9.25% | 12.45 |
| **BEVERAGE** | | | | | | **74.79** |
| | | | | | | |
| Napkins | 1 | 15.69 | | 15.69 | 9.25% | 17.14 |
| Plates | 1 | 14.99 | | 14.99 | 9.25% | 16.38 |
| **UTENSILS** | | | | | | **33.52** |
| *ESTIMATED AMOUNT* | | | | | | ***272.19*** |