



Associated Students, Inc.

Funding Request Form

2017-18

"...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: Global Brigades
 Event Title: Global Brigades Porto's Fundraiser
 Date(s) of Event: 11/27, 11/28, 11/29, 11/30 Semester Fall
 Location of Event: Main Walkway
 Expected Total Attendance: _____ N/A
 Expected Attendance of Cal State LA Students: _____ N/A

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be selling Porto's on the main walkway to raise funds for our annual trip with the Global Brigades organization to organize mobile health clinics for people in impoverished countries.

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

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

This fundraiser will enhance the Cal State LA experience because students will have more food options on campus.

Hospitality

Description	Amount
Porto's Potato Balls (dozen) x20	\$240.90
Porto's Guava Cheese Rolls (dozen) x20	\$130.87

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	0

Other

Description	Amount
Napkins x4	\$13.14
Serving Gloves	\$9.73

Event Summary

Total Cost of Event: 2 \$394.65
 Amount Requested from A.S.I.: \$394.65
 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 Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 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: CU

'17 NOV 18 AM 11:50:02

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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: Global Brigades PHONE: DATE: 11/13/17
 EVENT CONTACT NAME: Lily Nguyen EMAIL: tnguy312@calstatela.edu
 NAME OF EVENT: Global Brigades Porto's Fundraiser LOCATION: Main Walkway
 EVENT DATE: 11/27, 11/28, ~~11/29, 11/30~~ BEGIN TIME: 12 END TIME: 2 ESTIMATED ATTENDANCE: N/A

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

- 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):

We will be selling Porto's on the main walkway to raise funds for our annual trip with the Global Brigades organization to organize mobile health clinics for people in impoverished countries.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS 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) NO YES, HOW MUCH?

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

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

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Porto's Bakery

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? 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? 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.)? 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.

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: **Global Brigades**, 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):

We will be selling potato balls, for \$1 and guava cheese rolls for \$2.

PRESIDENT: Brandon Liu

SIGNATURE:



DATE: 11/13/17

TREASURER: Kimberly Gonzalez

SIGNATURE:



DATE: 11/13/17

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.

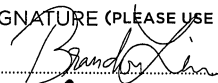
PUBLICITY: All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

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

Brandon Liu

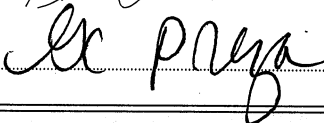
SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)



DATE:

11/13/17

ADVISOR'S NAME



11/13/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

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:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 11/27, 11/28, 11/29, 11/30

Estimated Attendance: N/A

Name of Event: Global Brigades Porto's Fundraiser

Type of Event: Fundraiser Location: Main Walkway

Sponsoring Organization: Global Brigades

Authorized Representative: Brandon Liu Phone: ()

Time:

Access Time: 11:45 a.m./p.m. to 2:30 a.m./p.m.

Event Time: 12 a.m./p.m. to 2 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. Porto's potato balls Porto's quava cheese rolls

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]?: Porto's Bakery at 8233 Firestone Blvd, Downey, CA 90241

List all beverages to be sold/served: N/A

Where will beverages be prepared or purchased? N/A

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Porto's baked goods will remain in the packaging they are received in.

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 proof of ASI insurance.

No 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.

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

Brandon Liu

1. Signature of Sponsoring Organization Chairperson

Authorized Representative to be present at event

11/13/17

2. Center for Student Involvement (UU 204) (*Student Organizations Only*)

Date

[Signature]

11/13/17

3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*)

Date

[Signature]

11/13/17

4. Environmental Health & Safety (*Corporate Yard Bldg. 244*)

Permit No. #17-907

Date



RECEIVED
11/13/17 ME



GLOBAL
BRIGADES

PORTO'S FUNDRAISER

MAIN WALKWAY
11/27-11/30
12-2PM

HELP US RAISE
FUNDS FOR OUR
ANNUAL MEDICAL
MISSION!

ASI
ASSOCIATED STUDENTS, INC.

Item	Unit Price	Units	Tax (9.5%)	Total
Potato Ball (dozen)	\$ 11.00	20	\$ 20.90	\$ 240.90
Guava Cheese Rolls (dozen)	\$ 9.96	12	\$ 11.35	\$ 130.87
Napkins	\$ 3.00	4	\$ 1.14	\$ 13.14
Serving Gloves	\$ 8.89	1	\$ 0.84	\$ 9.73
				\$ 394.65

11/13/2017

Potato Ball™ - stuffed potato, dozen | Porto's Bakery

Available in: Burbank Glendale Downey



[\(/content/potato-ball-tm-stuffed-potato-dozen\)](#)

Availability

Made daily for walk in sale
Advance order available with restrictions
24 hour advance order required

Description

A soft mashed potato ball filled with seasoned ground beef, fried to golden brown. Minimum 4 dozen to pre-order. Delivered cold for later heating. If requested hot, they will be heated upon your arrival and delivered in an aluminum foil pan with lid (additional charge). Please allow 10-15 minutes for heating.

Price
\$11.00

Feeds Approximately

[Add To Wishlist](#)

[\(javascript:AddItem\('Potato Ball™ - stuffed potato, dozen'\)\)](#)

Similar Items Also Available:

Available in: Burbank Glendale Downey



</content/refugiado-tm-guava-cheese-pastry-dozen>

Availability

Made daily for walk in sale
Advance order available with restrictions
24 hour advance order required

Description

Flaky puff pastry filled with guava and cream cheese.
Minimum 4 dozen to preorder.

Price
\$9.96

Feeds Approximately

[Add To Wishlist](#) `(javascript:AddItem("Refugiado TM-guava & cheese pastry (dozen)"))`

Similar Items Also Available:



</content/refugiado-tm-guava-cheese-pastry>

Refugiado TM- Guava & Cheese Pastry

[View Details](#) `(/node/164)`

[View Details](#) `(/node/164)`

Price: \$0.89



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Refugiado TM- Guava & Cheese Pastry

(Party Sized) `(/Node/393)`

[View Details](#) `(/node/393)`

Price: view details



</content/guava-strudel-pastel-de-guavaba>

Guava Strudel (Pastel De Guavaba)

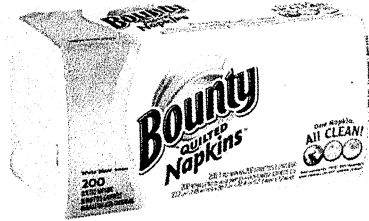
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Price: \$0.86

☰ ✨ Search

🔍 🛒



1/6

\$3.82 (2.00¢ / each)

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\$2.97

Order online for **FREE PICKUP TODAY**
Or available now at your local Walmart

Sold & shipped by Walmart ✨

🛒 Stock up on everyday essentials. See details.

Quantity: 1 ▾

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Add to List

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🛒 **FREE 2-DAY SHIPPING** on orders \$35+

Arrives by Wednesday, Nov 8

Orders under \$35 ship for \$5.99

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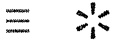
🏠 **FREE PICKUP TODAY** or available now at

Pomona, 80 Rio Rancho Rd

>

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Write a review Walmart #: 554302316



1/1

\$8.89

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Size :

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