



# 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: Student Nurses Association  
 Event Title: Pizza Fundraiser  
 Date(s) of Event: 11/20/17 Semester Fall  
 Location of Event: Main Walkway in front of bookstore  
 Expected Total Attendance: 200  
 Expected Attendance of Cal State LA Students: 200

#### Event Description and Total Cost Breakdown

Briefly describe the event:

SNA will be hosting a pizza fundraiser on campus in order to raise funds for our club. These funds will go towards future graduation cords and a final celebration at the end of the year. We will be selling Costco pizza until we run out.

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

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

All members of SNA will be able to participate and those who support our organization will be helping the future nurses by purchasing the goods.

#### Hospitality

Description	Amount
Pizza	\$130.44
Chips	\$12.75

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
SNA Club T-shirts	\$2,217.85

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$2,361.04  
 Amount Requested from A.S.I.: \$2,361.04  
 Amount from other sources: \$0.00

What other resources are you employing for this event?

ASI

#### 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: TS

17 NOV 8 4:48:52

UPDATE to one of the dates.

COMPLETED



# STUDENT ORGANIZATION EVENT REGISTRATION FORM

This form must be completed 10 business 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 online 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: Student Nurses Association PHONE: \_\_\_\_\_ DATE: 9/19/17  
EVENT CONTACT NAME: Mariana Jtn EMAIL: mujnta@calstate-la.edu  
NAME OF EVENT: Pizza Fundraiser LOCATION: Golden Eagle walkway  
EVENT DATE: 10/10/17 BEGIN TIME: 10am END TIME: 4pm ESTIMATED ATTENDANCE: 200  
~~9/24/17, 11/3/17, & 11/30/17~~

Handwritten mark on the left side of the form.

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

- BENEFITS TO PROCEED
- 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 COMPETITION
- FOREST/PARK 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 pizza, soda (not coke), and chips bags. Flyers promoting the information will be distributed on campus at least a week prior.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS
- CAL STATE LA COMMUNITY
- OTHER COLLEGES & UNIV.
- GENERAL PUBLIC
- GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)  YES

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: SNA & Costco

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.

PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)?  NO YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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.

Handwritten signature: NISGIVB

BY: DM

Handwritten signature: EHYI

# STATEMENT REGARDING 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.

*Drinks (water bottles = ~~1.00~~ salt drink)*  
 \* Drinks (water bottles/Dr. Pepper/7UP) \$1 each  
 \* Pizza slices = \$2 each  
 \* ~~meat~~ snacks (chips) = \$1 each  
 \* meal deal (chipt + pizza + drink) = \$3 total

PRESIDENT: *[Signature]* SIGNATURE: *[Signature]* DATE: 9/19/17  
 TREASURER: *[Signature]* SIGNATURE: *[Signature]* DATE: 9/19/17

## EVENT GUIDELINES

*\* Asking for ASI funding total = \$140 (Approx)*

- 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.
- 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 Student Conduct.
  - ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
  - PUBLICITY:** All publicity material 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 LA."
  - GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME: *Mariana Christina Jr* SIGNATURE: *[Signature]* DATE: 9/19/17  
 ADVISOR'S NAME: *Benson Young* SIGNATURE: *[Signature]* DATE: 9/19/17

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 9.20.17  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY  
 ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT  
 GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?  NO  YES DATE REQUIRED: *9/28/17*  
 NOTIFICATIONS:  
 PUBLIC AFFAIRS DATE: *9/28/17*  
 DEPT. OF PUBLIC SAFETY DATE: *10/29/17*  
 ATHLETICS DATE: *9/28/17*  
 FACILITIES USE COORDINATOR DATE: *10/31/17*

**COPY**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 10/10/17, 10/24, 17, 11/7/17, 11/20/17 Estimated Attendance: 200

Name of Event: Pizza Fundraiser

Type of Event: Fundraiser Location: Golden Eagle Walkway

Sponsoring Organization: Student Nurses Organization

Authorized Representative: Mariana Jim Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Time: \_\_\_\_\_

Access Time: 10 a.m./p.m. to 4 a.m./p.m. Ave,

Event Time: 10 a.m./p.m. to 4 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. Pizza, chips, & soda (not coke)

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco

List all beverages to be sold/served: Soda (not coke) - Pepsi Products only

Where will beverages be prepared or purchased? Costco

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Possible cooler with ice

**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.

1. Signature of Sponsoring Organization Chairperson [Signature] Authorized Representative to be present at event [Signature]

2. Center for Student Involvement (UU 204) (Student Organizations Only) \_\_\_\_\_ Date 9/21/17

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature] \_\_\_\_\_ Date 9/21/17

4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] \_\_\_\_\_ Date 9/21/17  
Permit No. 17-693

RECEIVED  
10/10/17 OM

**CAL STATE LA SNA**

**CSULA Nursing** 

*STUDENT NURSES ASSOCIATION*

California State University, Los Angeles Student Nurses Association is an official constituent of the National Student Nurses' Association, Inc. ®

# **PIZZA FUNDRAISER**

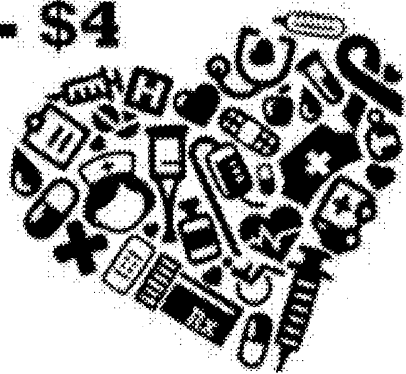
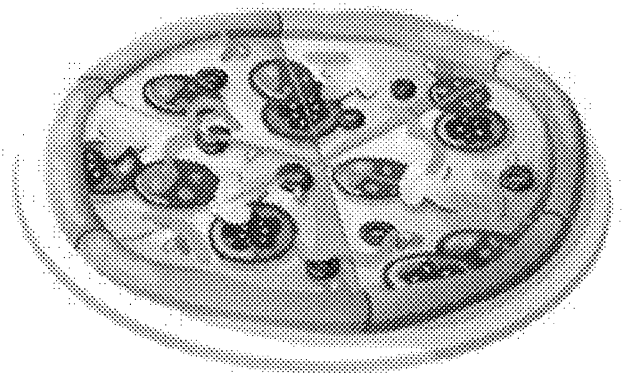
**Please come out and support your  
future nurses!**

**Pizza (cheese, pepperoni and  
combo) - \$2/ slice**

**Chips- \$1**

**Drink- \$1**

**Meal Deal - \$4**



**11/20; Located on the Golden Eagle  
Walkway in front of the Bookstore!**



**ASSOCIATED STUDENTS, INC.**

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

**KIRKLAND**

**50**

**PIZZA**

	SLICE	18" WHOLE
COMBO:	760 cal.	4,560 cal.
CHEESE:	760 cal.	4,540 cal.
PEPPERONI:	710 cal.	4,230 cal.

**HOT TURK & PROVOLONE SANDWICH**

OVEN BROWNED TURKEY, PROVOLONE, RED ONIONS, TOMATOES, BASIL, MAYONNAISE ON A TOASTED TORTILLA

**74**



615346  
FRITO LAY  
SELECT MIX VARIETY  
28 CT

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**Sales Manager** <sales@leosusa.com>  
To: Student Nurses Association CSULA



Nov 6 at 1:15 PM

Hi Christina,

- 120-black american apparel #2001 t-shirts printed 1-color front & back @ \$8.25ea. (\$990)
- 120-cranberry american apparel #2001 t-shirts printed 1-color front & back @ \$8.25ea. (\$990)
- price includes all set ups/screens/films
- 7-14 working days for completion
- 50% deposit
- QUOTE IS BASED ON THE ABOVE

**COD total \$1,980 + tax \$173.25 = \$2,153.25 + 3% C.C. \$64.60 = \$2,217.85**

**Cesar Bermejo,**  
**323-266-2910**

> Show original message



Welcome to Leo's Silkscreen Service, Inc.

Celebrating over 50 years of Creativity & Service since 1963.

Leo's Silkscreen Service is the oldest screen printing company in the Los Angeles area specializing in creative printing concepts on apparel, fabric, metal, plastics and glass.

We are family owned and leaders of our industry and innovators of printing concepts.

Jesse Bermejo has owned and operated Leo's Silkscreen Service since 1976, formerly owned by Leo Fesler who established the company in 1963. Leo started the company as a silk screen manufacturing and artwork processing shop for the trade. Celebrating almost 55 years of service is a milestone but also drives us to maintain a high standard in creativity, quality and customer service.

Our 10,000 square ft. facility is fully equipped with a state-of-the-art Macintosh powered design studio that offers over 22 years of experience in custom graphic design and photography to hand drawn concepts and illustrations. We've been buying direct from most major apparel brands and have maintained great relationships with our distributors for over 40 years and pass that value directly to our customers. Feel free to contact us with any questions or drop in to visit our facility.

