



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: American Society of Mechanical Engineers (ASME)
Event Title: Pizza Fundraiser
Date(s) of Event: 4/3/18 04/10/18 Semester Spring
Location of Event: In front of bookstore
Expected Total Attendance: 100+
Expected Attendance of Cal State LA Students: 100+

Event Description and Total Cost Breakdown

Briefly describe the event:

Pizza will be sold for fundraising purposes.

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

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

The funds will be used to pay for conferences and fund more materials for projects.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
30 Costco Pizza	\$300.00
2 cases of water	\$16.00
2 packs of soda	\$20.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$336.00
Amount Requested from A.S.I.: \$336.00
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:

[Handwritten initials]

18 APR 20 AM 11:42:55

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



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: American Society of Mechanical Engineers

PHONE: [REDACTED]

DATE: 04/19/2018

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: ASME Pizza Fundraiser

LOCATION: In front of student store

EVENT DATE: 5/8/18
5/10/18

BEGIN TIME: 10:00 am

END TIME: 4:00 pm

ESTIMATED ATTENDANCE: 100+

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: Fundraiser

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):

Pizza will be sold for fundraising purposes.

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) NO 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: 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.



RECEIVED
4/20 MG

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.

Pizza will be sold for fundraising purposes.

\$2/slice \$1/drink

PRESIDENT: [Redacted]
TREASURER: [Redacted]

SIGNATURE: [Signature] DATE: 4/19/18
SIGNATURE: [Signature] DATE: 04/19/18

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. 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 [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) [Signature] DATE: 04/19/18
ADVISOR'S NAME [Redacted] [Signature] DATE: 4/19/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: [Signature] DATE: 4/20/2018

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: _____

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: 5/8/18 05/10/18 Estimated Attendance: 100

Name of Event: ASME Pizza Fundraiser

Type of Event: Fundraiser Location: in front of bookstore

Sponsoring Organization: N/A

Authorized Representative: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time:

Access Time: 10:30 am a.m./p.m. to 4:30 pm a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 4:00 pm 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. Costco Pizza

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 and bottled water - pepsi only

Where will beverages be prepared or purchased? Ralph's 330 N Atlantic Blvd, Monterey Park, CA 91754

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: drinks will be stored in cooler and 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.

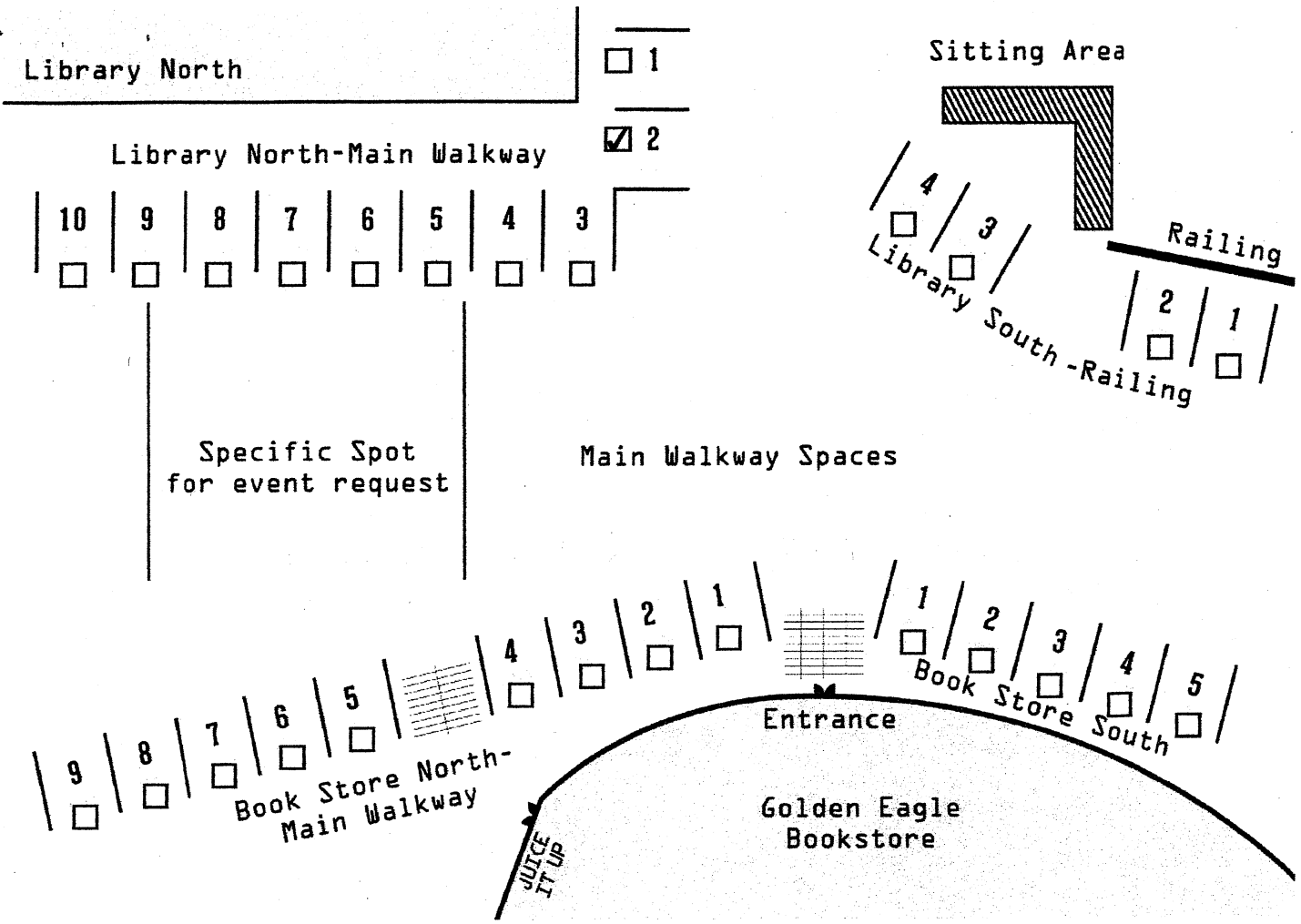
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

1. Signature of Sponsoring Organization Chairperson _____ Date: 04/14/18
Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (Student Organizations Only) _____ Date: 4/19/2018

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____ Date: 4/19/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244) _____ Date: 4/20/18
Permit No. 18-360



Reservation Agreement

BN I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: Bryan Tan Nguyen

BN I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

BN I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

BN I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

BN I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

BN I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

BN I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.



ASSOCIATED STUDENTS, INC.

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

COSTCO

Pizza Fundraiser!

When: Thursday, May 03, 2018
May 10, 2018

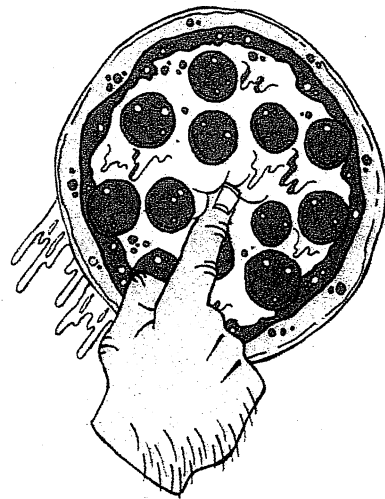
Where: Front of Bookstore

Cost:

1 Slice	\$2.00
Water	\$1.00
Soda	\$1.00



CALIFORNIA STATE UNIVERSITY,
LOS ANGELES





Coke, Pepsi, 7-Up or Dr Pepper

\$4.99 EA. Club Price +CRV Limit 1 Offer Per Household

Details

20-24 pack, 12 oz. cans Selected varieties Single Club Price Up To \$7.99
When You Buy 2 MIX OR MATCH

Valid 02/07/18 - 02/13/18

Increase Qty



Crystal Geyser Alpine Spring Water

\$3.99 Club Price +CRV

Details

35 pack, 16.9 oz.

Valid 02/07/18 - 02/13/18

Increase Qty

