



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	Organization
Officer Name: _____	Club/Organization: <u>Beta Alpha Psi</u>
Officer Title: _____	Event Title: <u>Banh Mi & Boba Fundraiser</u>
Address: _____	Date(s) of Event: <u>5/2/18</u> Semester: <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>In front of King Hall</u>
Phone & Email: _____	Expected Total Attendance: _____ 80
Officer Signature _____	Expected Attendance of Cal State LA Students: _____ 80

Event Description and Total Cost Breakdown	
Briefly describe the event: Beta Alpha Psi will be selling Banh Mi & Boba to raise money. All the funds will go towards the club in benefiting members/officers.	Is the event open to all Cal State LA students?: <u>Yes</u> How will this program enhance the Cal State LA experience?: This will help Cal State LA students come together and improve their social and personal networking skills.

Hospitality	
Description	Amount
Bahn Mi Sandwiches	\$153.30
Boba Drinks	\$173.01

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount
	\$0.00

Other	
Description	Amount

Event Summary	
Total Cost of Event:	<u>\$326.31</u>
Amount Requested from A.S.I.:	<u>\$326.31</u>
Amount from other sources:	_____
What other resources are you employing for this event?	

For Office Use Only • Do Not Write Below	
Important:	
(1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u>	
(2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u>	
(3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u>	
All forms must have a Time Stamp and	
staff initial: <u>AM</u>	<u>18 APR 18 5:55:12</u>

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: Beta Alpha Psi PHONE: [REDACTED] DATE: 1/23/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Banh Mi Che Cali Fundraiser LOCATION: Outside Kt
 EVENT DATE: 2/7/18 - 5/9/18 (Every Wednesday) BEGIN TIME: 8:30 am END TIME: 3:00 pm ESTIMATED ATTENDANCE: 50

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: <u>Fundraiser</u> | | | |

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

- | | | |
|---------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION | <input type="checkbox"/> FOREST/PARK CLEAN-UP | <input type="checkbox"/> INTERNATIONAL TRAVEL |
| <input type="checkbox"/> BEACH CLEAN-UP | <input type="checkbox"/> INDOOR/OUTDOOR COOKING | <input type="checkbox"/> DOMESTIC TRAVEL |
| <input type="checkbox"/> BEACH BONFIRE | | |

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

We will be buying Banh Mi sandwiches & bringing them to campus for our club fundraisers. Also we will be buying Boba Milktea & Thai tea & selling them.

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

647 W. Valley Blvd.

WILL FOOD BE SERVED AT THE EVENT? NO YES
 IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Banh Mi Che Cali
 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 SL 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.

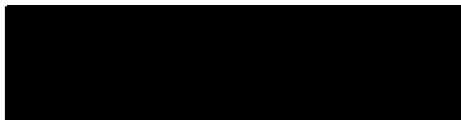
STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

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.

\$4 for sandwiches & \$3 boba. \$6 for combo. The money goes to the club.

PRESIDENT:



SIGNATURE:

[Signature]

DATE:

01/24/18

TREASURER:

SIGNATURE:

[Signature]

DATE:

1/23/18

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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

[Signature]

1/24/18

ADVISOR'S NAME

[Signature]

1/24/2018

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

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:

2/2/18

FACILITIES USE COORDINATOR

DATE:

2/2/18

NOTES OR UPDATES:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 02-07-18 thru 05-09-18 Estimated Attendance: 50

Name of Event: Beta Alpha Psi On-Campus Fundraiser (Bahn Mi Che Cali)

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

Sponsoring Organization: Beta Alpha Psi

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

Time:
Access Time: 7:30 a.m./p.m. to 3:30 a.m./p.m.
Event Time: 8:30 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.

Sandwiches - BBQ Pork, BBQ Beef, BBQ Ham & Meatloaf, BBQ Chicken, Vegetarian

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Bahn Mi & Che Cali
The food will be purchased at 647 W. Valley Blvd, Alhambra, CA 91703

List all beverages to be sold/served: Thai Tea & Milk Tea

Where will beverages be prepared or purchased? Bahn Mi & Che Cali (647 W. Valley Bld, Alhambra, CA 91703)

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____
A cooler will keep the drinks cold and chaffing trays with flames underneath will keep food warm

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: [Redacted]

2. Center for Student Involvement (UU 204) (Student Organizations Only) Date: 1-23-18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date: 1/24/18

4. Environmental Health & Safety (Cooperative Bldg. 244) Date: 1/24/18
Permit No.: #18-064

RECEIVED
JAN 27 2018

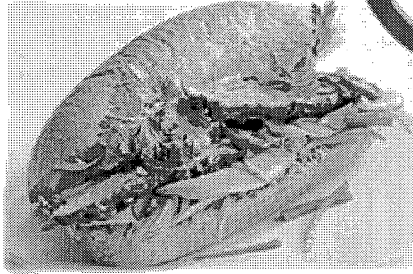
Revised 05/2012

BY: [Signature]

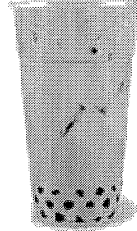


ASSOCIATED STUDENTS, INC.

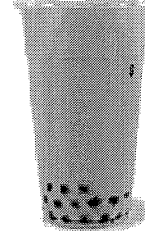
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.



Original Milk Tea



Thai Tea



BANH MI & BOBA

Fundraiser

SANDWICH - \$4

BOBA - \$3

COMBO - \$6

EVERY WEEK UNTIL WEDNESDAY, MAY 2ND

9:30 AM - 3:00 PM

Outside King Hall



Invoice #: 101

Event Date: 05/02/2018

Company Purchasing From:
Banh Mi & Che Cali
647 W Valley Blvd
Alhambra, CA 91803
(626) 293-8396

*Invoice only an estimate

Description	Amount	Cost	Total Cost
Banh Mi	60	\$ 2.33	\$ 140.00
Boba Milk Tea	80	\$ 1.98	\$ 158.00

Food Subtotal	\$ 140.00
Beverage Subtotal	\$ 158.00
Estimated Taxrate (9.5%)	
Estimated Total Cost	\$ 326.31

Bánh Mì & Chè Cali

647 W. Valley Blvd, Alhambra, CA 91770

Tel: (626) 293-8396

Open Daily 6:00 AM – 12:00 AM

Khái Vị/ Appetizers

1. Nem Tôm Cuốn/ BBQ Pork & Shrimp Rolls (3)..... \$4.95
2. Nem Cuốn/ BBQ Meatloaf (3)..... \$4.95
3. Chả Giò/ Egg Rolls (5)..... \$4.50

Phở/ Rice Noodle Soup

11. Đặc Biệt/ Special Noodle Combination..... \$7.50
12. Tái/ Rare Steak..... \$7.50
13. Chín Nạm/ Well-Done Brisket & Flank..... \$7.50
15. Gà/ Chicken Noodle Soup..... \$7.50
16. Tôm/ Shrimp Noodle Soup..... \$7.50
17. Phở Bò Kho/ Beef Stew Noodle Soup..... \$7.50
18. Tái Nạm/ Rare Steak, Well-Done Beef Noodle Soup..... \$7.50
19. Tái Bò Viên/ Rare Steak, Beef Balls Soup..... \$7.50
20. Soup Bò Viên/ Beef Balls (W/out Noodle)..... \$4.00
21. Phở Không Thịt/ Noodle Soup (W/out meat)..... \$5.00

Bún/ Vermicelli

30. Bún Tôm Thịt Nướng Chả Giò/Shrimp, BBQ Pork & Egg Roll..... \$7.50
31. Bún Bò Xào/ Beef & Grilled Onion..... \$7.50
32. Bún Bì Chả Giò/ Shredded Pork Skin, Egg Roll..... \$7.50
34. Bún Cà-ri Gà/ Vermicelli w/ Curry Chicken..... \$7.50
36. Bún Tôm Thịt Nướng/ Shrimp, BBQ Pork w/Vermicelli..... \$7.50
37. Bún Thịt Nướng/ BBQ Pork w/Vermicelli..... \$7.50
38. Bún Bò Huế/ Hue Noodle Soup..... \$7.50

Com/Rice (Steam Rice or Fried Rice)

50. Com Thịt Trứng/ BBQ Pork, Egg w/Rice..... \$7.50
51. Com Tôm, Thịt, Trứng/ Shrimp, BBQ Pork, Fried Egg w/Rice..... \$7.50
52. Com Bò Xào Salad /Sautéed Beef w/ Rice..... \$7.50
53. Com Gà Dòn/ Crispy Chicken w/ Fried Rice..... \$7.50
54. Com Cà-ri Gà/ Curry Chicken w/ Rice..... \$7.50
55. Com Bò Kho/ Beef Stew w/ Steam Rice..... \$7.50
56. Com Bì, Thịt, Trứng/ Shredded Pork Skin, BBQ Pork, Fried Egg w/ Rice..... \$7.50
57. Com Sườn, Bì, Chả/ Shredded Pork Skin, Eggloaf, Pork Chop w/Rice..... \$7.50
58. Com Sườn Nướng/ Pork Chop w/ Rice..... \$7.50
59. Com Chiên Dương Châu/ Yang Chou Fried Rice..... \$7.50
60. Com Trắng/ Steam Rice..... \$1.00
61. Sườn Miếng/ Pork Chop..... \$1.75

Mì / Egg Noodle Soup

39. Mì Hoàn Thành/ Wonton Noodle..... \$7.50
40. Mì Đùi Gà/ Chicken Noodle Soup..... \$7.50

Bánh Cuốn, Bánh Ướt/ Steamed Roll

70. Bánh Cuốn Thịt Chả/ Steamed Rolls with Ground Pork..... \$4.95
71. Bánh Ướt Chả Lụa/ Steamed Rolls with Meatloaf..... \$4.95
72. Bánh Ướt Tôm Chấy/ Steamed Rolls with Dried Shrimp..... \$4.95

Extra Fish Sauce\$0.25, large cup 16 oz for \$2.00

Cháo/ Congee

81. Cháo Lòng/ Pork Stripe Congee..... \$7.50
82. Cháo Gà/ Chicken Rice Congee..... \$7.50
83. Cháo Huyết/ Pork Blood Congee..... \$7.50

Chè/ Dessert

** Buy 2 Get 1 Free **

\$2.25/Bowl

- > Bà Ba > Chuối > Khoai Môn > Thái > Trôi Nước
- > Bắp > Đậu > Sâm Bô Lượng > Thung > Táo Sọt

Extra Coconut Milk.....\$0.50, \$1.00, \$2.00

Giải Khát/ Beverage

- | | Small | Large |
|--|-------|-------|
|--|-------|-------|

** Buy 1 Get 1 Free **

\$3.50 (S) / \$4.25 (L)

(With Tapioca, Pudding, Green & Red Jelly)

- > Milk > Thai Tea
- > Milk > Honey Green Tea

Bánh Mì & Chè Cali

Food To Go

647 W. Valley Blvd, Alhambra, CA 91770

Tel: (626) 293-8396

Open Daily 6:00 AM – 12:00 AM

Bánh Mì

Sandwiches

Baguette

\$3.50/each

1. Đặc Biệt Thịt Chả
Ham & Meatloaf
2. Thịt Chả Giò Thủ
Ham, Meatloaf & Head Cheese
3. Chả Giò Thủ
Meatloaf & Head Cheese
4. Chả Lụa
Meatloaf
5. Thịt Nướng
BBQ Pork
6. Bì
Shredded Pork Skin
7. Nem Nướng
BBQ Meatloaf
8. Xíu Mại
Meat Balls
9. Gà
BBQ Chicken
10. Cá Mòi
Sardines
11. Bò Nướng
BBQ Beef
12. Ham Chay
Vegetarian Ham

- Chả Trứng Chiên/ Egg & Meatloaf..... \$3.50
- Bánh Mì Teriyaki/ Beef Teriyaki Sandwich..... \$3.50

Baguette

\$1.00/piece

French Roll

** Buy 2 Get 1 Free **

\$3.50/each

21. Đặc Biệt Thịt Chả
Ham & Meatloaf
22. Thịt Chả Giò Thủ
Ham, Meatloaf & Head Cheese
23. Chả Giò Thủ
Meatloaf & Head Cheese
24. Chả Lụa
Meatloaf
25. Thịt Nướng
BBQ Pork
26. Bì
Shredded Pork Skin
27. Nem Nướng
BBQ Meatloaf
28. Xíu Mại
Meat Balls
29. Gà
BBQ Chicken
30. Cá Mòi
Sardines
31. Bò Nướng
BBQ Beef
32. Ham Chay
Vegetarian Ham

Bánh Cuốn

Steamed Rolls

- Bánh Cuốn Thịt/ Steamed Rolls with Ground Pork..... \$3.75
- Bánh Ướt/ Steamed Rolls with Meatloaf..... \$3.75
- Bánh Cuốn Thịt (5 lbs and up)/ Steamed Rolls with Ground Pork... \$4.25/lb
- Bánh Ướt (5 lbs and up)/ Steamed Rolls..... \$4.25/lb

*Extra Dipping Sauce.....\$0.25, large cup 16oz for \$2.00

Nem Cuốn

Spring Rolls

- Nem Nướng/ BBQ Meatloaf Rolls..... \$3.50
- Nem Tôm/ BBQ Meatloaf & Shrimp Rolls..... \$3.50
- Nem Nướng/ BBQ Meatloaf Rolls..... \$1.20/roll
- Nem Tôm Cuốn/ BBQ Meatloaf & Shrimp Rolls..... \$1.20/roll

Extra Dipping Sauce\$0.25, large cup 16oz for \$2.00

Soups

- | | Small | Large |
|-------------------------------------------------------|--------|--------|
| ➤ Bánh Mì Bò Kho/ Beef Stew with Bread Roll..... | \$3.00 | \$4.25 |
| ➤ Bánh Mì Cari Gà/ Chicken Curry with Bread Roll..... | \$3.00 | \$4.25 |
| ➤ Cháo Lòng/ Congee..... | \$2.25 | \$3.25 |
| ➤ Cháo Gà/ Chicken Congee..... | \$2.25 | \$3.25 |
| ➤ Cháo Huyết/ Pork Blood Congee..... | \$2.25 | \$3.25 |

Party Trays

- | | Small | Large |
|-----------------------------------------------------|----------------|---------|
| ➤ Cơm Chiên..... | \$25.00 | \$35.00 |
| ➤ Xôi Mặn/ Ngọt..... | \$25.00 | \$30.00 |
| ➤ Mì Xào..... | \$20.00 | \$30.00 |
| ➤ Gỏi Đu Đủ/ Papaya Salad..... | \$30.00 | \$40.00 |
| ➤ Gỏi Sen/ Lotus Rootlets..... | \$30.00 | \$40.00 |
| ➤ Bò Ragu/ Beef Stew with 10 French Rolls..... | \$45.00 | |
| ➤ Cà-ri Gà/ Chicken Curry with 10 French Rolls..... | \$40.00 | |
| ➤ Cháo Lòng/ Congee with 5 Chinese Donuts..... | \$35.00 | |
| ➤ Chè/ Dessert..... | \$20.00 | |
| ➤ Dồi Không..... | \$7.00/lb | |
| ➤ Bánh Bột Lọc..... | \$36.00/100pcs | |
| ➤ Chả Giò/ Egg Rolls..... | \$30.00/50pcs | |
| ➤ Bánh Bèo..... | \$20.00/100pcs | |
| ➤ Bánh Ích Trần..... | \$20.00/25pcs | |
| ➤ Cánh Gà Chiên Bơ/ Chicken Wings..... | \$20.00/30pcs | |
| ➤ Tôm Chiên/ Spicy Shrimps..... | \$20.00/50pcs | |
| ➤ Khay Bánh Mì/ Baguette Tray..... | \$20.00/21pcs | |
| ➤ Khay thịt/ Meat Lovers | \$30.00 | |
- Chicken Legs (7pcs)/Pork Chop (3pcs)/BBQ Pork (1lb)

Prices are subject to change without notice
February 20, 2017