



# Associated Students, Inc.

## Funding Request Form

### 2015-16

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

#### Necessary Documents:

- Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

**Contact**

Officer Name: GORDON TRUONG

Officer Title: FUNDRAISING COORDINATOR

Address: 932 S DEL MAR AVE

City/State/Zip: SAN GABRIEL, CA 91776

Phone & Email: 626-221-8013; GORDONTRUONGBAP@GMAIL.COM

Officer Signature: Gordontruong G Sep-1-2015

**Organization**

Club/Organization: BETA ALPHA PSI

Event Title: BANH MI CHE CALI FUNDRAISER SERIES

Date(s) of Event: Monday's Quarter: Fall / Winter / Spring

Location of Event: OUTSIDE KING HALL

Expected Total Attendance: 100

Expected Attendance of Cal State L.A. Students: 100

### Event Description and Total Cost Breakdown

Briefly describe the event:

IN ORDER TO RAISE FUNDS FOR OUR ORGANIZATION, WE WILL SELL VIETNAMESE SANDWICHES AND MILK TEA OUTSIDE OF KING HALL.

Is the event open to all Cal State L.A. students?: YES

How will this program enhance the Cal State L.A. experience?:

OUR EVENT WILL PROVIDE STUDENTS WITH AN ADDITIONAL LUNCH OPTION THAT THEY DON'T SEE EVERY DAY AT SCHOOL.

**Hospitality**

Description	Amount

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount
COLOR FLYERS	\$35.00

**Other**

Description	Amount
FIVE BANI MI CHE CALI ORDERS [WE ESTIMATE EACH ORDER TO BE \$200.48]	\$1,002.40

### Event Summary

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

### Approved Amounts

Total Cost of Event: \$1,037.40

Amount Requested from A.S.I.: \$980.51

Amount from other sources:  

What other resources are you employing for this event?

Hospitality:  

Honoraria/Contracts:  

Marketing:  

Other:  

U-SU:  

Total:  

Proposal Number:   Recognized?:  

RPP Deadline:   Date Approved:  

Funds Expire:    BOD /  Finance

Account:  

**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 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.

Rev'd. 7/27/15

**BAP**



**PRESENTS**

# **BANH MI CHE CALI FUNDRAISER SERIES**



**SANDWICH**      **\$3**

CHICKEN  
GRILLED PORK

**MILK TEA**      **\$3**

BOBA  
PUDDING

**COMBO**      **\$5**

**LOOK FOR US**

MONDAYS UNTIL OCT-26-2015  
FROM 9:00AM-1:00PM  
OUTSIDE KING HALL

**QUESTIONS**

GORDON TRUONG  
FUNDRAISING COORDINATOR  
GORDON.TRUONG.BAP@GMAIL



WE ARE PROUDLY SPONSORED BY 

FLYER DRAFTED BY GORDON TRUONG FALL 2015

COMPLETED



# 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: BETA ALPHA PSI

PHONE: 626-221-8013

DATE: 08.27.2015

EVENT CONTACT NAME: GORDON TRUONG

EMAIL: GORDONTRUONGBAP@GMAIL

NAME OF EVENT: BANH MI CHE CALI FUNDRAISER SERIES

LOCATION: OUTSIDE KING HALL

EVENT DATE: MONDAYS

BEGIN TIME: 9:00AM

END TIME: 3:00PM

ESTIMATED ATTENDANCE: 100

Oct 19 - Nov 16

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:

### PLEASE DESCRIBE THE EVENT

WE WILL HOLD OUR TABLING FUNDRAISERS WITH FOOD FROM LOCAL VIETNAMESE RESTAURANT BANH MI CHE CALI. OUR PLAN IS TO HOLD A FUNDRAISER EVERY MONDAY FROM SEPTEMBER 28 TO NOVEMBER 30.

### 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: 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

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.

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

GORDON TRUONG

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

*Gordon Truong*

DATE:

Sep-1-2015

ADVISOR'S NAME

DR. KATHRYN HANSEN

*Kathryn Hansen*

Oct 28 2015

## STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: **BETA ALPHA PSI**, 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 VIETNAMESE SANDWICHES AND MILK TEA OUTSIDE KING HALL UNTIL 3:00PM OR SELLOUT.**

PRESIDENT: CAROLINA CHENG

SIGNATURE:

*Carolina Cheng*

DATE:

9/13/15

TREASURER: KUO-LUN CHENG

SIGNATURE:

*Kuo-Lun Cheng*

DATE:

9/20/15

## 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."

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

*M. Mahayms*

9/23/15

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:

VICE PRESIDENT FOR STUDENT AFFAIRS OR DESIGNEE

DATE

### NOTES OR UPDATES:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: Monday Oct 19 - Nov 16 Estimated Attendance: 100

Name of Event: BANH MI CHE CALI FUNDRAISER SERIES

Type of Event: FUNDRAISER Location: OUTSIDE KING HALL

Sponsoring Organization: BETA ALPHA PSI

Authorized Representative: GORDON TRUONG Phone: (626) 221-8013 Fax: \_\_\_\_\_

Time: BANH MI CHE CALI  
647 W Valley Blvd  
Alhambra, CA 91803

Access Time: 8:00 am a.m./p.m. to 3:30 pm a.m./p.m.  
Event Time: 9:00 am a.m./p.m. to 3:00 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. VIETNAMESE SANDWICHES

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

List all beverages to be sold/served: MILK TEA

Where will beverages be prepared or purchased? BANH MI CHE CALI

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.

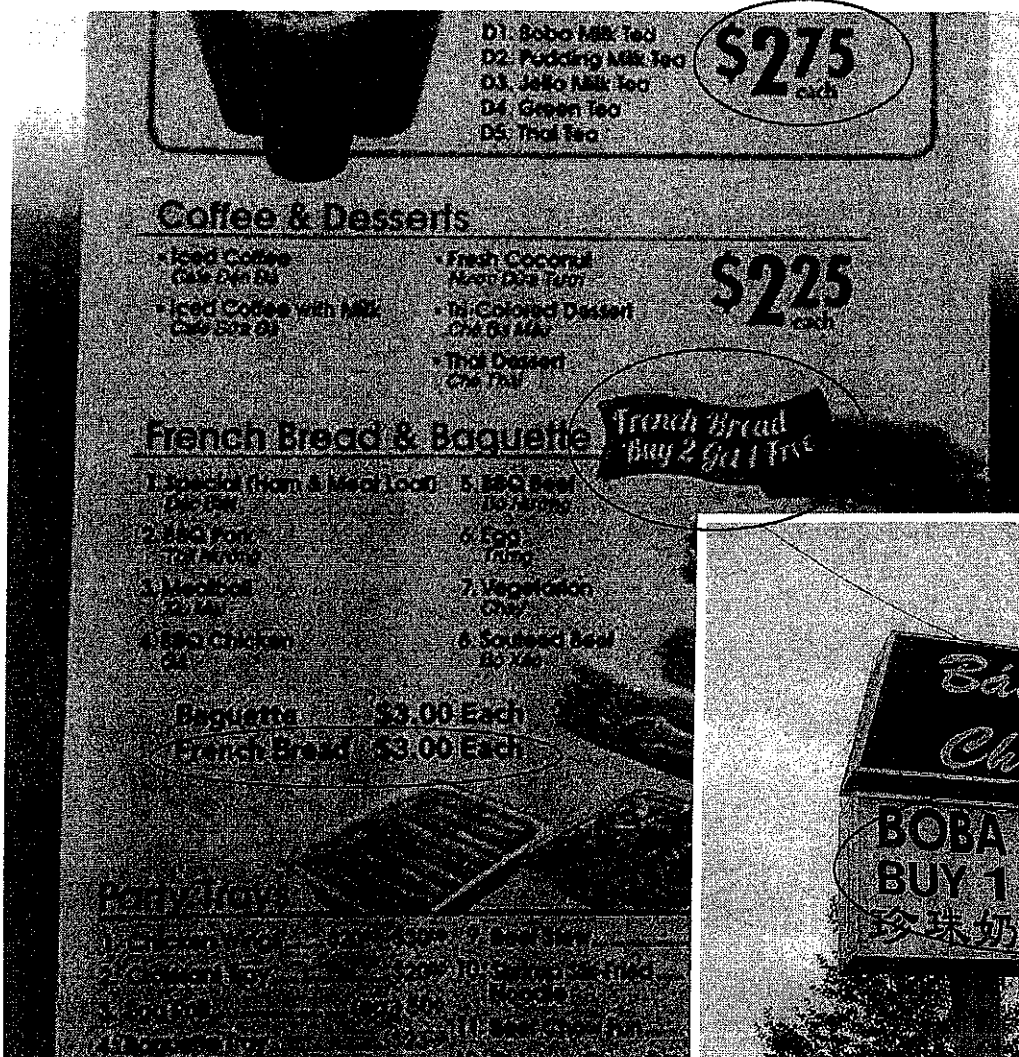
**Insurance:** (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in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

<u>Gordon Truong</u>	<b>GORDON TRUONG</b>
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
_____	<u>9/28/15</u>
2. Center for Student Involvement (UU 204) (Student Organizations Only)	Date
<u>Amber Taylor</u>	<u>9/28/15</u>
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date
<u>Kevin M. #15-613</u>	<u>9/28/15</u>
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No.      Date

# Banh Mi Che Cali



Estimate  
60 sandwiches \$130.80  
60 milk teas \$90.00  
**TOTAL: \$220.80**  
each fundraiser

note  
they may give us a 10% discount  
if so, total would be lower  
requesting \$220.80 just in case



assuming 9% tax,  
-\$6.54 per 3 sandwiches  
-\$3.00 per 2 milk teas