

ASI Associated Students, Inc.

Funding Request Form

2016-17

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

Club/Organization: Eagle Jiu-Jitsu
 Event Title: EJJ Fundraiser
 Date(s) of Event: 3/16/17, 3/20/17 Quarter: Spring
 Location of Event: King Hall Main Walkway
 Expected Total Attendance: 200 (Each)
 Expected Attendance of Cal State LA Students: 200 (Each)

Event Description and Total Cost Breakdown

Briefly describe the event:

Our club will be selling food products to the Students of CSULA to provide funding for our club.

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

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

Our program will enhance the Cal State LA experience by giving students another alternative for food.

Hospitality

Description	Amount
Pizza x 40	\$396.00
Soda x 12	\$71.88
Chips x 8	\$97.32
Donuts x 10	\$90.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount
Water x2	\$5.98

Event Summary

Total Cost of Event: \$661.18
 Amount Requested from A.S.I.: \$661.18
 Amount from other sources: \$0.00

For Office Use Only • Do Not Write Below

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.

All forms must have a Time Stamp and

staff initial:

17 MAR 6 AM 11:10:57

What other resources are you employing for this event?

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETE



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: Eagle Jim Jitsu PHONE: 323 683 7516 DATE: 3/2/17
 EVENT CONTACT NAME: Joshua Galvan EMAIL: jgalvan412@gmail.com
 NAME OF EVENT: Ejj Fundraiser LOCATION: King Hall
 EVENT DATE: See description BEGIN TIME: 8 am END TIME: 6 pm ESTIMATED ATTENDANCE: 15

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):

The club will sell different foods in order to raise money for future events.
foods: Pizza sale days: 3/16 4/13
3/20 4/17
3/30 4/27
4/3

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? Donation

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 Pizza
 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: Eagle Jiu Jitsu, 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):

Pizza: \$2
 Soda/water/coffee: \$1
 Chips/donuts: \$1
 All proceeds will go to raising money for club members to go on trips and events

PRESIDENT: ~~Joshua Galvan~~ Lionel Reyes SIGNATURE: Lionel Reyes DATE: 3/2/17
 TREASURER: Kevin Hoang SIGNATURE: Kevin Hoang DATE: 3/2/17

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: Joshua Galvan SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): Joshua Galvan DATE: 3/2/17
 ADVISOR'S NAME: Robert Weide SIGNATURE: Robert Weide DATE: 3/2/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

SIGNATURE: [Signature] DATE: 3-2-17

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**

Date of Event: 3/16, 20, 30, 4/3, 13, 17, 27 Estimated Attendance: 15

Name of Event: Ejj Fundraiser

Type of Event: Fundraiser Location: King Hall

Sponsoring Organization: Eagle Jiu Jitsu

Authorized Representative: Joshua Galvan Phone: 323 683 7516 Fax: _____

Time:

Access Time: 7:30 a.m./p.m. to 6:30 a.m./p.m.

Event Time: 8 a.m./p.m. to 6 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, Donuts

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco
2207 W Commonwealth Ave, Alhambra CA 91803

List all beverages to be sold/served: Pepsi/Co Soda products, Water, Coffee

Where will beverages be prepared or purchased? Costco 2207 W Commonwealth Ave, Alhambra CA 91803

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Ice box

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.

Joshua Galvan
1. Signature of Sponsoring Organization Chairperson

Joshua Galvan
Authorized Representative to be present at event

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

3.2.17
Date

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

3/2/17
Date

19-274
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No.

3/2/17
Date

EAGLE JIU-JITSU
PIZZA
FUNDRAISER

3/16/2017
8am-6pm
King Hall Walkway



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

Pizza:



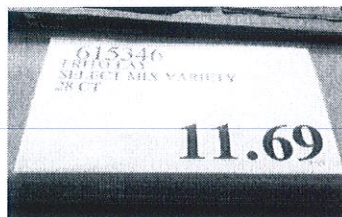
Donuts:



Water:



Chips:



Soda:



