



# 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: EcoCAR 3  
 Event Title: "Clean and Green is Earth's Dream"  
 Date(s) of Event: 3/15/17 Quarter: Fall  
 Location of Event: Student Union Plaza  
 Expected Total Attendance: 300  
 Expected Attendance of Cal State LA Students: 300

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Our club and local businesses will come together to provide information about getting involved with helping to aid the environment

Is the event open to all Cal State LA students? ~~No~~ Yes

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

By encouraging a greener environment on campus and in the lives of each student

#### Hospitality

Description	Amount
Pizza	\$435.00
Drinks	\$200.00
chips	\$180.00

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	\$0.00

#### Other

Description	Amount
Balloons	\$100.00
Foodware	\$120.00

#### Event Summary

Total Cost of Event: \$1,035.00  
 Amount Requested from A.S.I.: \$400.00  
 Amount from other sources: \$35.00

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 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: AT

'17 MAR 6 AM 8:20:41



# STUDENT ORGANIZATION REGISTRATION FORM

COMPLETED



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: EcoCAR 3      PHONE: 213-984-0467      DATE: 3/15/17  
 EVENT CONTACT NAME: Sharon Garcia Xajil      EMAIL: sgarc152@calstatela.edu  
 NAME OF EVENT: Environmental Public Awareness Campaign      LOCATION: USU Plaza  
 EVENT DATE: 3/15/17      BEGIN TIME: 10:00 AM      END TIME: 3:00 PM      ESTIMATED ATTENDANCE: ~~7500~~ 200+

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: Public Awareness Campaign

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 Cal State LA EcoCAR 3 Team will be hosting an Environmental Public Awareness Campaign, in were the team and third party organization will be tabling to inform participants about climate change and inform the people what they can do to reduce their environmental footprint.

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: Food will be purchased from 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.

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: Cal State LA EcoCAR 3, 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):

no charge for attendance but may be receiving cash gifts from possible partnership sponsors which will be used towards specific event & specific event swag items.

PRESIDENT: Melissa Hernandez

SIGNATURE: *[Signature]*

DATE: 1/4/17

TREASURER: Mary Di Stefano

SIGNATURE: *[Signature]*

DATE: 1/4/17

**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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

Melissa Hernandez

*[Signature]*

1/4/17

ADVISOR'S NAME

*[Signature]*

1/4/17

Dr. Blekhan

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

*[Signature]*

1.13.17

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

Print Form

Clear Form

Date of Event: 03/15/2017 Estimated Attendance: 1,000 - 200+

Name of Event: Environmental Public Awareness Campaign

Type of Event: Public Awareness Location: USU Plaza

Sponsoring Organization: Cal State LA EcoCAR 3

Authorized Representative: Melissa Hernandez Phone: (619) 701-4760 Fax: \_\_\_\_\_

Time:  
Access Time: 10:00 am a.m./p.m. to 3:00 pm a.m./p.m.  
Event Time: 11:00 am a.m./p.m. to 2:00 pm a.m./p.m.

2207 W Commonwealth Avenue  
Alhambra, CA 19803  
COSTCO

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: Drinks and Sandwiches will be given out for free as an incentive for the public to attend.

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. Subway sandwiches (vegetarian and chicken)

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

List all beverages to be sold/served: Jarritos and Water

Where will beverages be prepared or purchased? Purchased

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
Ice cooler, plastic and aluminum wrapping to cover food, gloves and hairnets for sanitary.

**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 Melissa Hernandez  
Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (*Student Organizations Only*) \_\_\_\_\_  
Date 1/13/17

3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*) \_\_\_\_\_  
Date 1/13/17

4. Environmental Health & Safety (*Corporate Yard Bldg. 244*) \_\_\_\_\_  
Permit No. 17-044 Date 1/13/17

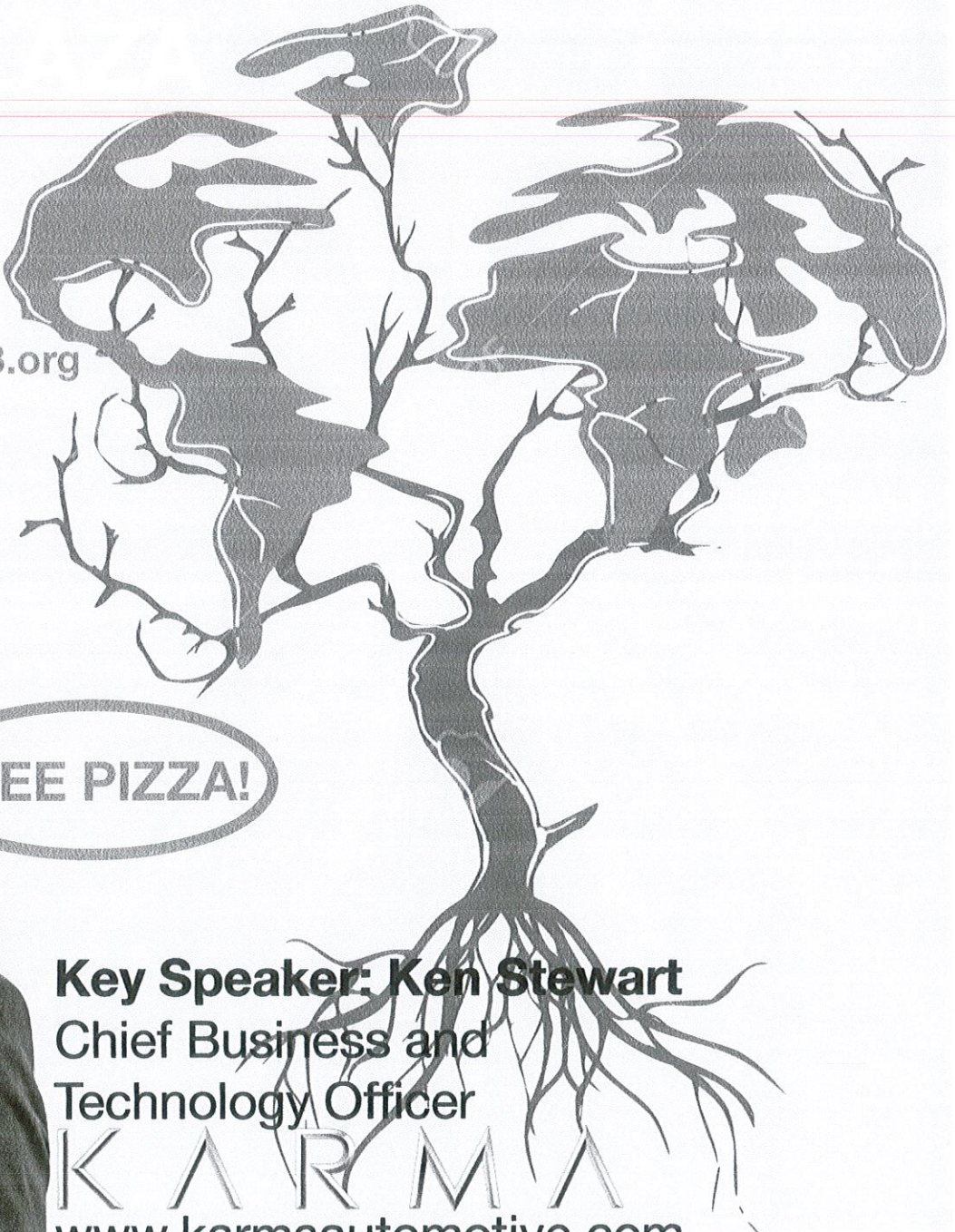




# CLEAN 'N GREEN

11am-2Pm  
Speaker @ Noon  
Presented by  
CSULA's EcoCAR3

[www.csulaecocar3.org](http://www.csulaecocar3.org)  
[www.ecocar3.org](http://www.ecocar3.org)



FREE PIZZA!



**Key Speaker: Ken Stewart**  
Chief Business and  
Technology Officer

**KARMA**  
[www.karmaautomotive.com](http://www.karmaautomotive.com)





**Dixie Ultra Paper Plate 6-7/8\"/>**

★★★★ 4.9 (832)  
 Item #126163 | Model#DVEU57C300LG

Your Price **\$15.39**

Price Per 100 COUNT: \$15.14  
 Shipping & Handling Included\*

- Features:
- Heavyweight
  - Stain Proof
  - Microwaveable
  - 300 Plates Per Pack
  - 1 Pack

Qty  [Add to Cart](#)

The estimated delivery time will be approximately 1-3 business days from the time of order.

[Compare Product](#) [Share](#) [f](#) [t](#) [p](#) [c](#)

**Kirkland Signature Purified Drinking Water, 16.9 oz, 40 ct**

[Compare product](#) [Print this Page](#)

Item 782796

Delivered Price **\$5.70**  
 CA REDEMP VAL H.E.E. **\$2.00**  
 Your Price **\$7.70**

Quantity  [Add to Cart](#) [Add to Shopping List](#)



**Frito Lay Classic Mix, Variety Pack, 30 ct**

[Compare product](#) [Print this Page](#)

Item 188140

Delivered Price **\$14.10**

Quantity  [Add to Cart](#) [Add to Shopping List](#)



**Yellow Latex Balloons, 12", 15-ct. Packs**

★★★★ 3.3 (41) [View All Reviews](#)



[Product Details](#) [Ratings & Reviews](#) [Shipping & Delivery](#)

SKU: 874781  
 Minimum Qty. per Case: 6 case (24 units)  
 \$24.00 Per Case  
 Price/Gram

Delivery Options for 2020:

- **FREE In-Store Pickup!**  
 Pickup & Return Change: 30%  
 Estimated Arrival: Sat 02/15/21
- **UPS Delivery**  
 Original Estimated Arr: 02/17/21  
 Expedited Estimated Arr: 02/22/21  
 \*You will have the option to choose a ship ground or expedited shipping to your risk/being checked!

[ADD TO CART](#)

[Add to Wish List](#) [f](#) [t](#) [p](#) [c](#)



**Pepsi, 12 oz, 36 ct**

[Compare product](#) [Print this Page](#)

Item 577

Delivered Price **\$13.33**  
 CA REDEMP VAL T.E.E. **\$1.80**  
 Your Price **\$15.13**

Quantity  [Add to Cart](#) [Add to Shopping List](#)

**Kirkland Signature Napkin 1-Ply White 1,040ct**

★★★★ 3.3 (8)  
 Item #738392

Your Price **\$14.99**

Price Per EACH: \$0.02  
 Shipping & Handling Included

- Features:
- 1-Ply
  - 11.4 x 12.5 inch sheets
  - 1,040 napkins per case
  - 570 square feet total

Qty  [Add to Cart](#)

[Compare Product](#) [Share](#) [f](#) [t](#) [p](#) [c](#)

[Add to Wish List](#)

