



Funding Request Form

2016-17

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

- 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: _____ m
 Officer Signature: _____

Organization

Club/Organization: LASABA
 Event Title: Meet and Greet
 Date(s) of Event: 8/28/17 Quarter: Fall ~~Spring~~ ~~Summer~~
 Location of Event: U-SU Los Angeles Room
 Expected Total Attendance: 60
 Expected Attendance of Cal State LA Students: 60

Event Description and Total Cost Breakdown

Briefly describe the event:

Allows new members to join, discussion of future events, and help undergraduates and graduate connections to increase camaraderie. Food and drink provided during the event.

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

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

This meeting will allow new members to join the organization which in turn will increase their resources regarding Applied Behavior Analysis

Hospitality

Description	Amount
Costco Pizza (8)	\$80.00
Water bottles - 24/case (2)	\$5.00
Soda - 12/case (4)	\$22.00
Cookie/brownie tray (1)	\$30.00

Honoraria/Contracts

Description	Amount
Text	

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$137.00
 Amount Requested from A.S.I.: \$137.00
 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 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 22 PM 12:32:45



FALL 2017

MEET & GREET

Join us in celebrating the beginning of the fall semester with new and current students

Monday, August 28th, 2017

5pm-7pm

LOS ANGELES ROOM BC – 308

Third Floor Student Union Bldg.

The actions and opinion of this organization do no necessarily reflect those of the students, staff, or administration of California State University, Los Angeles



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT**

Print Form

Clear Form

Date of Event: 8/28/17 Estimated Attendance: 60

Name of Event: LASABA Meet and Greet

Type of Event: Meet and Greet

Sponsoring Organization: LASABA Location: Los Angeles Room

Authorized Representative: Andrea Nell Phone: (760) 703-7906 Fax: _____

Time: _____

Access Time: 4:00 pm a.m./p.m. to 7:00 pm a.m./p.m.

Event Time: 5:00 pm a.m./p.m. to 7:00 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. Pizza, cookies, brownies

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

List all beverages to be sold/served: Pepsi products, water bottles

Where will beverages be prepared or purchased? Target; 10861 Weyburn Ave, Los Angeles CA 90024

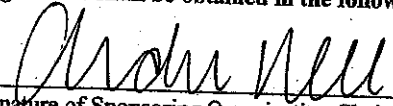
Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____

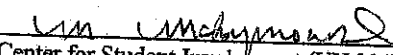
Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA Temporary Food Facility Guidelines governing 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.

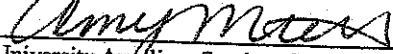
Insurance: (Student Organizations Only) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its 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.


 1. Signature of Sponsoring Organization Chairperson Andrea Nell
 Authorized Representative to be present at event


 2. Center for Student Involvement (UU 204) (Student Organizations Only) _____
 Date 3/15/17


 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____
 Date 3/15/17


 4. Environmental Health & Safety (Corporate Yard Bldg. 244) _____
 Permit No. 17-345 Date 3/20/17

Following items are priced from Costco:

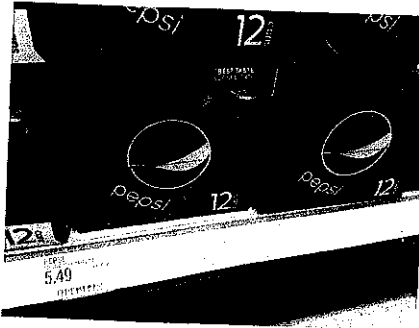


\$29.99

David's Cookies Brownie
and Cookie Combo Pack

PIZZA
18" Round, Single-Crust, Thick Crust, Pepperoni

SLICE	18" WHOLE
1.99	9.95



Following items are priced from Target:

