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
Officer Name:
Officer Title:
Address:
City/State/Zip:
Phone & Email:
Officer Signature:

Organization
Club/Organization: National Student Speech, Language, and Hearing Association
Event Title: NSSLHA fundraiser
Date(s) of Event: 10/11/17 Semester: Fall
Location of Event: USU walkway, Library North
Expected Total Attendance: 100
Expected Attendance of Cal State LA.Students: 100

d Total Cost Breakdown
Is the event open to all Cal State LA students?: Yes

Briefly describe the event:
We will sell Porto's to raise funds for NSSLHA.

How will this program enhance the Cal State LA experience?:
Funds raised by NSSLHA will be donated to an organization.

Hospitality

Description	Amount
Potato Balls	$165.94
Guava Rolls	
Cheese Rolls	

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	$0.00

Other

Description	Amount

Event Summary
Total Cost of Event: $165.94
Amount Requested from A.S.I.: $165.94
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 Friday, the week before the Funding Sub-Committee Meetings.*
(2) *Additionally, funding request forms must be turned in no less than10 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: CY '17 SEP 22 PM2:28:43

Rev'd. 8/16/17

STUDENT ORGANIZATION
EVENT REGISTRATION FORM

COMPLETED

CAL STATE LA

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: National Student Speech Language Hearing Assoc. **PHONE:** (323)637-4338 **DATE:** 08/02/17

EVENT CONTACT NAME: Crystal Garcia **EMAIL:** cgarc2091@gmail.com

NAME OF EVENT: NSSLHA Porto's Bake Sale **LOCATION:** Library North | South

EVENT DATE: 9/13 & 10/11 **BEGIN TIME:** 10:00 **END TIME:** 3:00pm **ESTIMATED ATTENDANCE:** ~50

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- [x] 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):

We will be having a Porto's Bake Sale to fundraise money to donate to the ALS organization and our national philanthropy (NSSLHA Inc).

WHO IS INVITED (CHECK ALL THAT APPLY):

- [x] STUDENT ORG. MEMBERS
- [x] CAL STATE L.A. COMMUNITY
- [ ] OTHER COLLEGES & UNIV.
- [x] 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) [x] NO [ ] YES, HOW MUCH?

WILL A MOVIE BE SHOWN? [x] NO [ ] YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? [x] NO [ ] YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? [ ] NO [x] YES

IF YES, WHO WILL PROVIDE THE FOOD? [ ] UNIVERSITY CATERING [x] OTHER: Porto's Bakery (Downey location)

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? [x] 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? [x] 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.)? [x] NO [ ] YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? [x] 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.

FYI

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: National Student Speech Language Hearing Association, 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 having a Pinto's Bake Sale to fundraise money for the ALS organization and our national philanthropy (NSSLHA Ideas). We will be selling guava cheese rolls, cheese rolls and pinto balls. $1-2

PRESIDENT: Crystal Garcia SIGNATURE: [signature] DATE: 08/02/17

TREASURER: Lisa Paik SIGNATURE: [signature] DATE: 8/8/17

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:
Crystal Garcia	[signature]	08/02/17
ADVISOR'S NAME		
Dr Erica Ellis	[signature]	8/8/17

ACKNOWLEDGMENT – FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY SIGNATURE: [signature] DATE: 8.8.17

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: [signature] 8.18.17

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? ☒ NO ☐ YES DATE REQUIRED:

NOTIFICATIONS:

☐ PUBLIC AFFAIRS	DATE:	☐ ATHLETICS	DATE:
☒ DEPT. OF PUBLIC SAFETY	DATE: 8.18.17	☑ FACILITIES USE COORDINATOR	DATE: 8.18.17

NOTES OR UPDATES:

Print Form | Clear Form

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Date of Event: 9/13 & 10/11/17 Estimated Attendance: ~50

Name of Event: NSSLHA Porto's Bake Sale

Type of Event: Fundraiser Location: LA3. North & South

Sponsoring Organization: National Student Speech Language Hearing Association

Authorized Representative: Crystal Garcia Phone: (323) 637-4338 Fax:

Christina Salvi
323-854-9261

Time:

Access Time: 10:00 a.m./p.m. to 3:00 a.m./p.m.

Event Time: 10:30 a.m./p.m. to 2:30 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. Porto's guava cheese rolls & cheese rolls.

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Porto's Bakery & Cafe 8233 Firestone Blvd, Downey, CA 90241

List all beverages to be sold/served: N/A

Where will beverages be prepared or purchased? N/A

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

Will pick up baked goods the morning of the sales.

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	Crystal Garcia Authorized Representative to be present at event	
2. Center for Student Involvement (UU 204) *(Student Organizations Only)*		8.8.17 Date
3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*)		8/8/17 Date
4. Environmental Health & Safety (*Corporate Yard Bldg. 244*)	17-521 Permit No.	8/8/17 Date

Revised 05/2012

Date: October 11th

NSSLHA Porto's Fundraiser

Time: 10-3pm

Location: USU Walkway

Come get your cheese rolls and guava cheese rolls from Porto's!

CALIFORNIA STATE UNIVERSITY -1959- ASI ASSOCIATED STUDENTS, INC. LOS ANGELES

Website: csulansslha.weebly.com

https://www.facebook.com/csulansslha

https://www.instagram.com/csula_nsslha/

CSULA

NATIONAL STUDENT SPEECH LANGUAGE HEARING ASSOCIATION

NSSLHA

Porto's Bakery & Café

Phone: 562.862.8888 **Fax:** **Web: www.portosbakery.com**

Porto's Bakery & Café
8233 Firestone Blvd.
Mon-Sat 7am-8:30pm, Sun 7am-6pm
Downey CA 90241

Order Number: 751964
Date of Order: 26-Aug-17 15:17 By: fernanda-b

Customer name: Cal State Los Angeles NSSLHA
Method of payment: Cash On Delivery

Bill to:

Cal State Los Angeles NSSLHA

PN	Qnty	Description	Tax	Cat	Unit Price	Total Price
000201	75	Potato Ball (Papa Rellena)	Y	R	0.98	73.50
000206	75	Refugiado (Guava & Cheese Strudel)		R	0.89	66.75
000209	75	Cheese Roll		R	0.80	60.00
		SUB-TOTAL				200.25
		TAXABLE SUB-TOTAL				73.50
		California sales tax @ 9.75%				7.17
		TOTAL				207.42
		Less Amount Received				0.00
		BALANCE DUE				207.42

General Comments:
customer has 20% discount per Betty- Total will be $165.94
customer will pay cash upon pick up.

Contact person: Evelyn Perez Phone: 626.808.1651

Pickup at Pre-Order Pickup Area on Wednesday, September 13, 2017 after 10:00 AM