



# 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: American Society of Mechanical Engineers (ASME)  
Event Title: Pizza Fundraiser  
Date(s) of Event: 2/15/18 <sup>03/01/18</sup> <sup>03/15/18</sup> Semester: Spring  
Location of Event: In front of bookstore  
Expected Total Attendance: 100+  
Expected Attendance of Cal State LA Students: 100+

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Pizza will be sold for fundraising purposes. Shirts will be sold to fund for our robotics competition and conference.

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

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

The funds will be used to pay for conferences and fund more materials for projects.

#### Hospitality

Description	Amount

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
45 Costco Pizza	\$450.00
12 cases of water	\$36.00
12 packs of soda	\$48.00

#### Other

Description	Amount
25 prints from leoscreens	\$235.72
25 shirts from amazon	\$163.05

#### Event Summary

Total Cost of Event: \$932.77  
Amount Requested from A.S.I.: \$932.77  
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 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: AM

10 FEB 1 PM 4:30:25

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business 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 online 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:** American Society of Mechanical Engineers **PHONE:** **DATE:** 02/15/2018  
**EVENT CONTACT NAME:** Bryan Tan Nguyen **EMAIL:**  
**NAME OF EVENT:** ASME Pizza Fundraiser **LOCATION:** In front of student store during hall in front of bookstore  
**EVENT DATE:** 02/15/2018 **BEGIN TIME:** 10:00 am **END TIME:** 4:00 pm **ESTIMATED ATTENDANCE:** 100+  
 03/01/18, 03/15/18

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

- BENEFITS TO PROCEED  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 COMPETITION  FOREST/PARK CLEAN-UP  INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP  INDOOR/OUTDOOR COOKING  DOMESTIC TRAVEL  
 BEACH BONFIRE

**PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):**

Pizza will be sold for fundraising purposes.

**WHO IS INVITED (CHECK ALL THAT APPLY):**

- STUDENT ORG. MEMBERS  CAL STATE LA COMMUNITY  OTHER COLLEGES & UNIV.  GENERAL PUBLIC  GUEST LIST

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION?** (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)  NO  YES

**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  
 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 PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.  
 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, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

**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.

RECEIVED  
2/11/18 ME

# STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

**Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.**

Pizza will be sold for fundraising purposes.

pizza \$450.00 (45)  
water \$36.00 (12)

na soda \$48.00 (12)

• 100% proceeds to org

PRESIDENT: Salvador Rojas

SIGNATURE: 

DATE: 01/30/18

TREASURER: Bryan Tan Nguyen

SIGNATURE: 

DATE: 01/30/18

## 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. More information can be found online in the Student Organization Handbook.

**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 Student Conduct.

**ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.

**PUBLICITY:** All publicity material 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 LA."

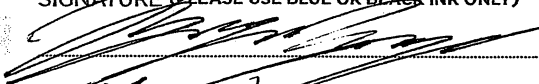
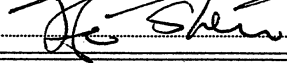
**GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME

Bryan Tan Nguyen

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

01/30/18

ADVISOR'S NAME

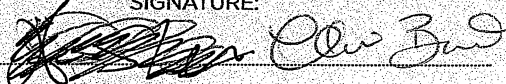
He Shen

01/30/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:



DATE:

2.1.18

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

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: 02/15/2018 , 03/01/2018 , 03/15/2018 Estimated Attendance: 100

Name of Event: ASME Pizza Fundraiser

Type of Event: Fundraiser Location: in front of bookstore at King's health bookstore

Sponsoring Organization: N/A

Authorized Representative: Bryan Nguyen Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Time: \_\_\_\_\_

Access Time: 10:30 am a.m./p.m. to 4:30 am a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 4:00 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. Costco Pizza

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

List all beverages to be sold/served: soda and bottled water

Where will beverages be prepared or purchased? Albertson's

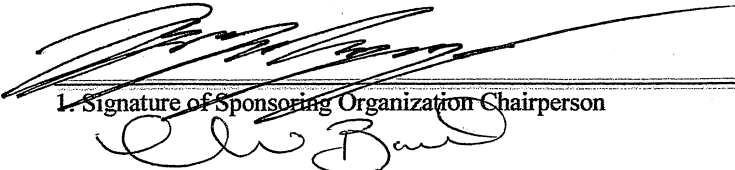
Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: drinks will be stored in cooler and ice

**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.



Bryan Tan Nguyen

1. Signature of Sponsoring Organization Chairperson

Authorized Representative to be present at event

1-30-18

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

Date

1-30-18

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

Date

1/31/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244)

Permit No.

Date

#18-094

**Fwd: Shirt quote**

2 messages

**Salvador Rojas** <  
To: Bryan Tan Nguyen <l

Wed, Jan 31, 2018 at 6:43 PM

----- Forwarded message -----

From: **Leos Silkscreen** <leossilkscreen@sbcglobal.net>

Date: Mon, Nov 13, 2017 at 1:19 PM

Subject: Re: Shirt quote

To: Salvador Rojas &lt;

Salvador,

Per my notes:

25-grey t-shirts printed ONLY 3-colors back &amp; 1-color left chest @ \$3.87ea. (\$96.75)

3-screens/films @ \$120

- t-shirts supplied by Salvador
- 7-14 working days for completion

COD total \$216.75 + tax \$18.96 = \$235.72 (+3% w/credit card)

Cesar Bermejo,  
Please note our email address  
has changed to:

**Sales@LeosUSA.com**

Leo's Silk Screen Service, Inc.  
3120 E. Pico Blvd, Los Angeles, CA 90023  
(323)266-2910 / (323)266-2425 fax  
Visit our website @ [www.LeosUSA.com](http://www.LeosUSA.com)

On Monday, November 13, 2017 1:10 PM, Salvador Rojas &gt; wrote:

Cesar,

We just spoke on the phone about a quote. Below is the information I would like the quote on.

3 colors  
25 shirts

The stencils are first time.

Thank you,

Salvador Rojas  
Mechanical Engineering, Master Student

2/1/2018

Gmail - Fwd: Shirt quote

California State University, Los Angeles  
American Society of Mechanical Engineers - CSULA chapter, President

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**Salvador Rojas**  
To: Bryan Tan Nguyen <

Wed, Jan 31, 2018 at 6:43 PM

----- Forwarded message -----

From: **Salvador Rojas**  
Date: Mon, Nov 13, 2017 at 1:27 PM  
Subject: Re: Shirt quote  
To: Leos Silkscreen <leossilkscreen@sbcglobal.net>

ASME

# PIZZA

FUNDRAISER



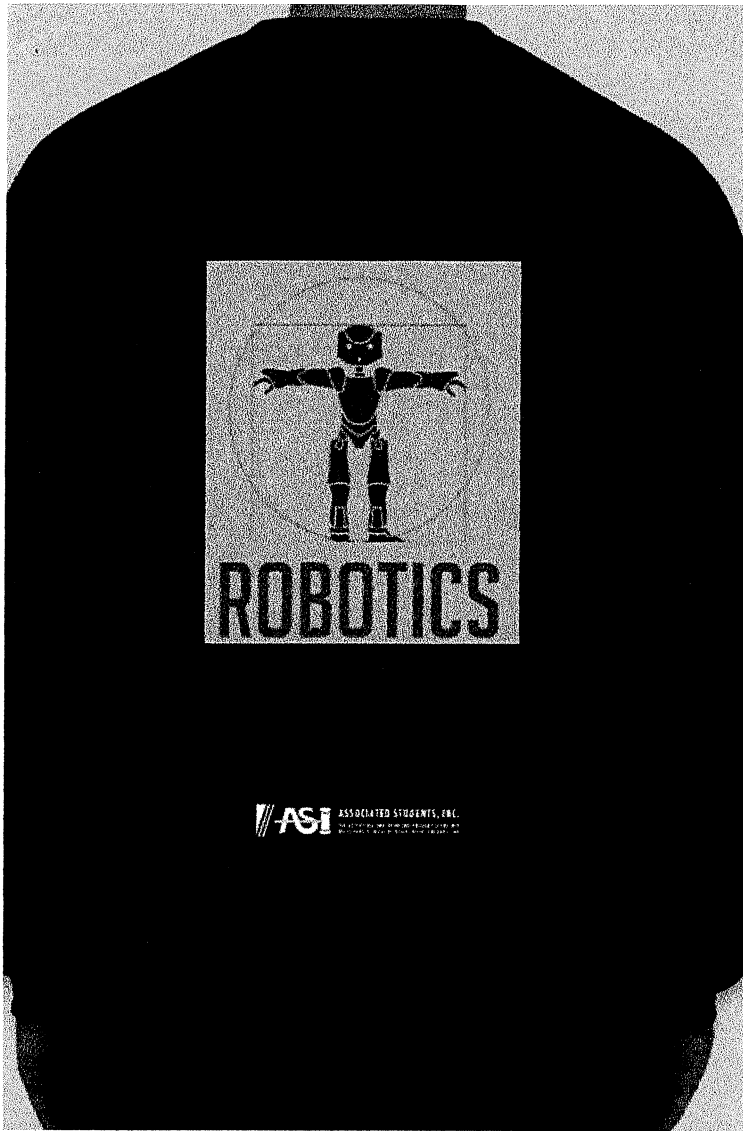
*Brookstone*  
Location: ~~King Hall~~

February 15, 2018



**ASI** ASSOCIATED  
STUDENTS, INC.

10:00am-6:00pm



ASI ASSOCIATED STUDENTS, ETC.







**Front of Shirt:** disregard the white background on the front logo, (front logo is white not black)

**Back of Shirt:** disregard the light grey background on the back logo, (still dark grey robot and still sky blue, and white bottom logo)

[Quoted text hidden]

# Shopping Cart

Price



**Gildan Ultra Cotton 6 oz. Long-Sleeve T-Shirt, Medium, NAVY** by Gildan

**\$6.51**

In Stock

Shipped from: ClothingShopOnline

Gift options not available. [Learn more](#)

Delete   Save for later



**Gildan Ultra Cotton 6 oz. Long-Sleeve T-Shirt, Small, NAVY** by Gildan

**\$6.43**

In Stock

Shipped from: ClothingShopOnline

Gift options not available. [Learn more](#)

Delete   Save for later



**Gildan 2400 - Classic Fit Adult Long Sleeve T-shirt Ultra Cotton - First Quality - Navy - Large** by Gildan

**\$6.59**

In Stock

Shipped from: ClothingShopOnline

Gift options not available. [Learn more](#)

Delete   Save for later



**Gildan Mens 6.1 oz. Ultra Cotton Long-Sleeve T-Shirt G240 -NAVY XL** by Gildan

**\$6.74**

In Stock


Shipped from: ClothingShopOnline

Gift options not available. [Learn more](#)

Delete   Save for later

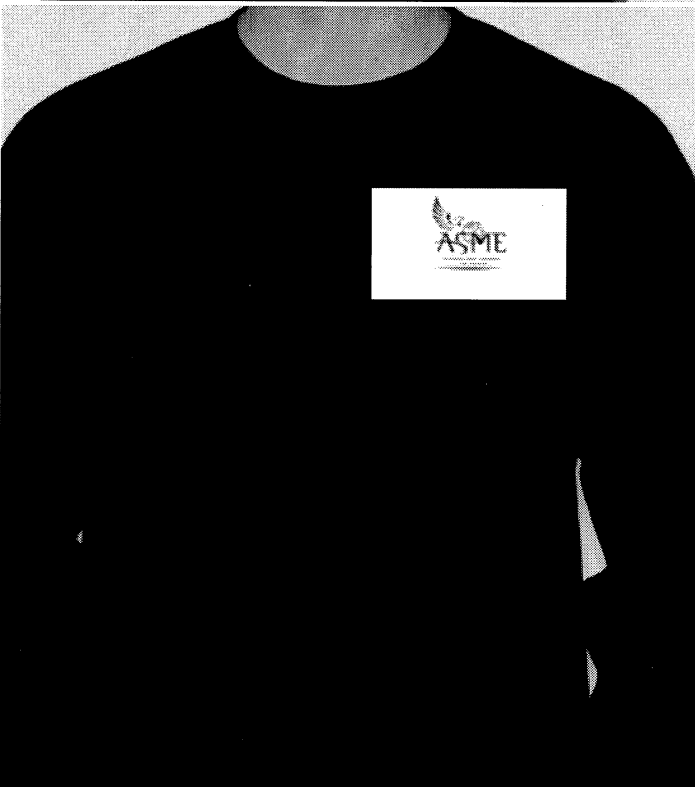
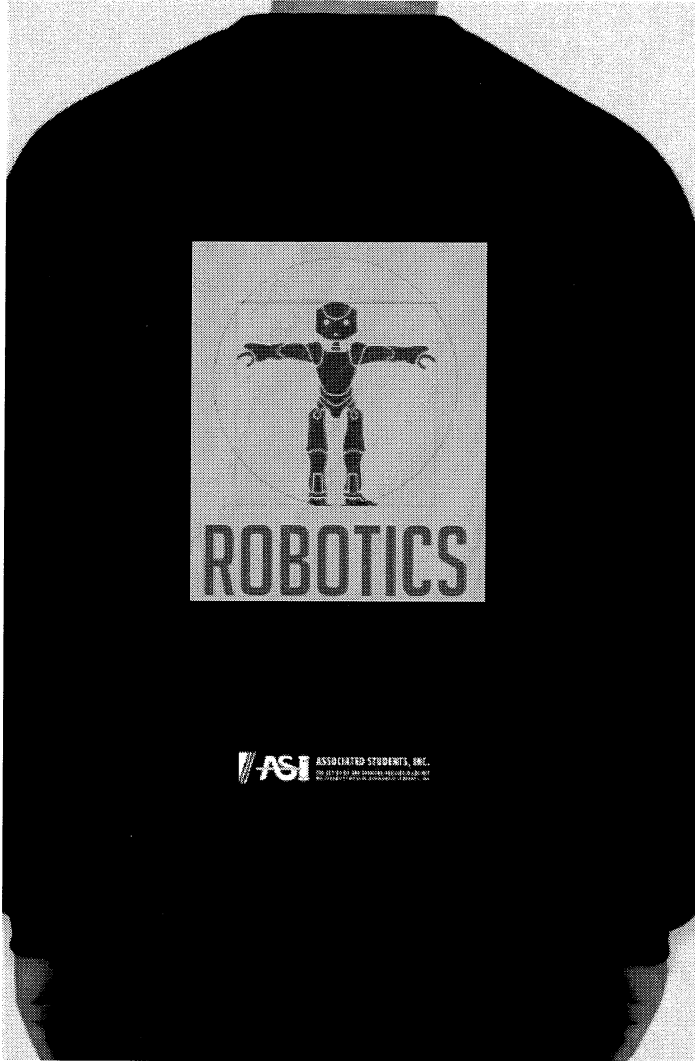
The price and availability of items at Amazon.com are subject to change. The Cart is a temporary place to store a list of your items and reflects each item's most recent

Quantity

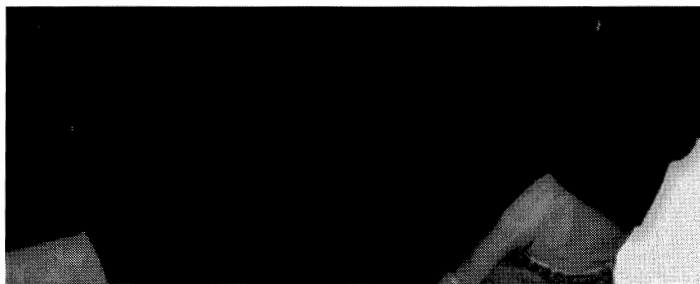
**Subtotal (25 items): \$163.05**

it price. [Learn more](#)



2/1/2018

Gmail - Fwd: Shirt quote



**Front of Shirt:** disregard the white background on the front logo, (front logo is white not black)

**Back of Shirt:** disregard the light grey background on the back logo, (still dark grey robot and still sky blue, and white bottom logo)

[Quoted text hidden]