



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

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

Organization

Club/Organization: Association of Student Anthro
Event Title: ASA Anthropology Day Mixer
Date(s) of Event: 02/15/2018 Quarter: Spring
Location of Event: KH3069
Expected Total Attendance: 30
Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:
This event is to bring together both undergraduate and graduate students in the Anthropology Dept. to build a greater community across anthropological disciplines.

Is the event open to all Cal State LA students?: No
How will this program enhance the Cal State LA experience?:
This program will help build a better understanding across disciplines and build greater support for students within the Anthropology Dept.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
6 large pizzas @ 9.95	59.70
2 Doz. Krispy Kreme Donuts	18.98
Pepsi Variety Pack	7.99
tax @ 10%	95.34

Event Summary

Total Cost of Event: 0
Amount Requested from A.S.I.: 95.34
Amount from other sources: 10.00

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:

18 FEB 2 AM 10:25:55

What other resources are you employing for this event?
We will be using funds from our club account to purchase ice.

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: Association of Student Anthropologists PHONE: DATE: 2/1/2018
 EVENT CONTACT NAME: Neil Kohanski EMAIL:
 NAME OF EVENT: ASA Anthropology Day Mixer LOCATION: KH3069
 EVENT DATE: 2/15/2018 BEGIN TIME: 2:30 END TIME: 4:30 ESTIMATED ATTENDANCE: 30

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):

Our mixer is a way for both undergraduate and graduate anthropology students from across all four disciplines to meet and get to know each other. It is a way to build community within the CSULA Anthropology family. We will be providing Pizza from Costco and donuts from Krispy Kreme.

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 Alhambra/ Krispy Kreme Norco

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.

PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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
2/1/18 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.

PRESIDENT: Nancy Verduzco

SIGNATURE: 

DATE: 2/1/18

TREASURER: Neil Kohanski

SIGNATURE: 

DATE: 2/1/18

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.

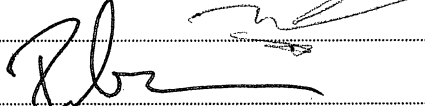
MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

Neil Kohanski



2/1/18

ADVISOR'S NAME

Rene Vellanoweth



2/1/18

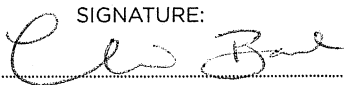
ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY



2-1-18

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: 2/15/2018 Estimated Attendance: 30
 Name of Event: ASA Anthropology Day Mixer
 Type of Event: Dept. Mixer Location: KH 3069
 Sponsoring Organization: Association of Student Anthropologists
 Authorized Representative: Neil Kahancki Phone: _____ Fax: _____

Time:
 Access Time: 2 a.m.(p.m.) to 5 a.m.(p.m.)
 Event Time: 2:30 a.m.(p.m.) to 4:30 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: We will provide Costco Pizza & Krispy Kreme Donuts

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. Cheese Pizza from Costco, Glazed Donuts from Krispy Kreme

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

List all beverages to be sold/served Pepsi Products

Where will beverages be prepared or purchased? Costco Alhambra

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Pizza Delivery Bag & Gloves to serve All Food Products

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.

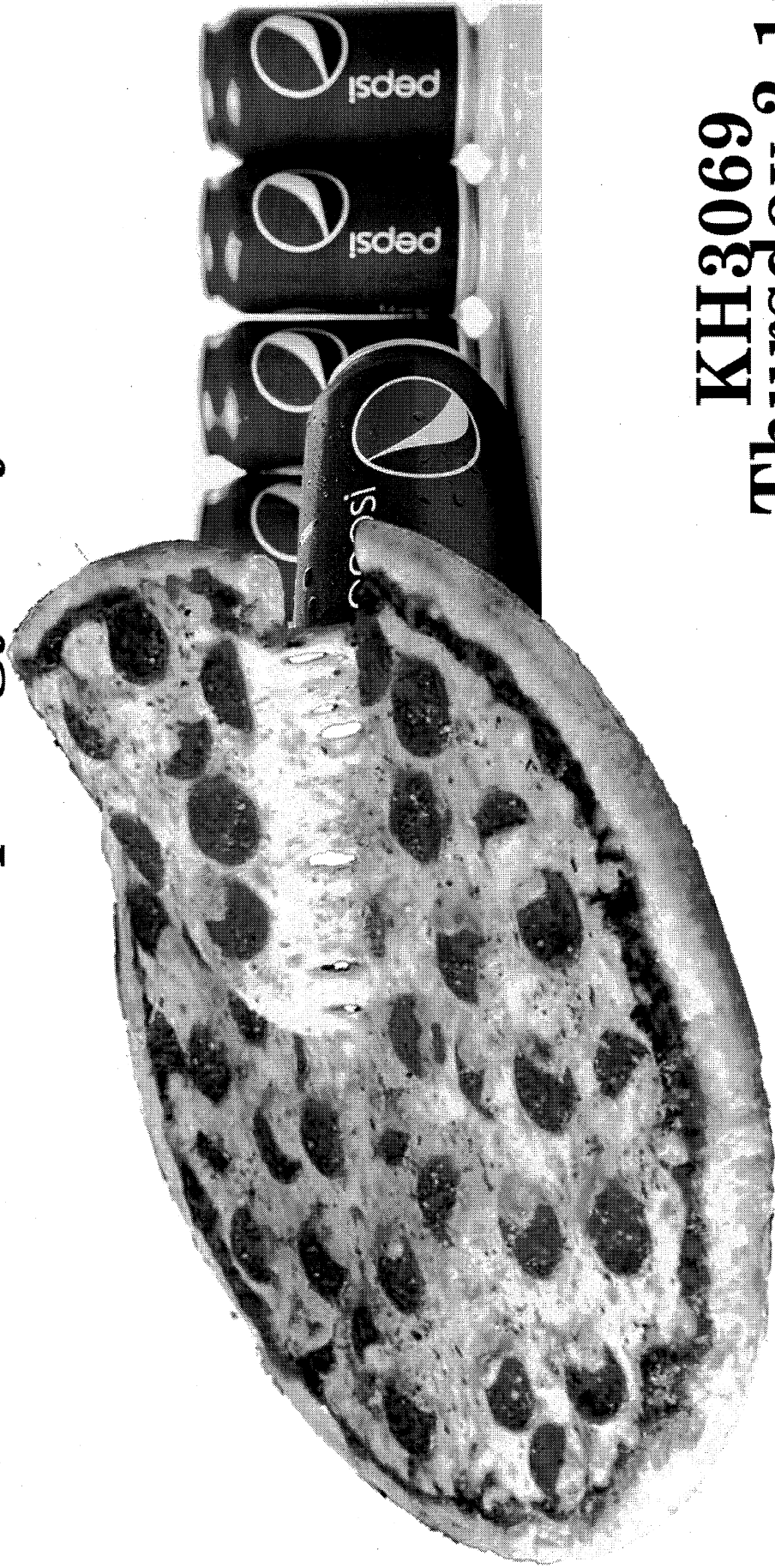
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

<p>1. Signature of Sponsoring Organization Chairperson <u>[Signature]</u></p> <p>2. Center for Student Involvement (UU 204) (Student Organizations Only) <u>[Signature]</u></p> <p>3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) <u>[Signature]</u></p> <p>4. Environmental Health & Safety (Corporate Yard Bldg. 244) <u>[Signature]</u></p>	<p><u>Neil Kahancki</u> Authorized Representative to be present at event <u>2.1.18</u> Date</p> <p><u>2.1.18</u> Date</p> <p><u>2/1/18</u> Date</p> <p><u>18-107</u> Permit No.</p> <p><u>2/1/18</u> Date</p>
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BY: [Signature]

Association of Student Anthropologists

ASA Anthropology Day Mixer



KH3069
Thursday 2-15
2:30 to 4:30

ASI **ASSOCIATED STUDENTS, INC.**
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.



MENU

DOUGHNUTS

- Original Glazed 3.99
- Assorted Varieties 1.00 9.99
- Premium Varieties 1.29 10.99
- Doughnut Holes 1.59 3.99 5.99

COFFEES

- Coffee Blends .99 1.19 1.29
- Iced Coffee 1.69 1.89 2.09
- Bottled Iced Coffee 2.49
- Espresso Drinks 2.49 2.99 3.19
- Latte + Cappuccino 2.09 2.49 3.09
- Espresso Shot or Flavor Shot .50
- Brew Box 9.99
- Lattes 2.79 3.29 3.79



DRINKS

- Chillers 2.79 3.29 3.79
- Hot Chocolate 2.39 2.69 2.99
- Iced Tea .99 1.19 1.29
- Fountain Drinks .99 1.19 1.29
- Bottled Sodas 1.79
- Bottled Juice 1.79
- Bottled Milk 1.79
- Bottled Water 1.49

Add a Doughnut Hole Cup

To Any Drink Purchase for Only 99¢



\$1.99

\$3.99 For a Box of 24

