



# 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: Eagle Jiu-Jitsu  
Event Title: Pizza Fundraiser  
Date(s) of Event: 2/12/18 Quarter: Spring  
Location of Event: King Hallway Lecture Hall 1  
Expected Total Attendance: 200  
Expected Attendance of Cal State LA Students: 200

#### Event Description and Total Cost Breakdown

Briefly describe the event:

Our club will be selling food products to the Students of CSULA to provide funding for our club.

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

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

Our program will enhance the Cal State LA experience by giving students another alternative for food.

#### Hospitality

Description	Amount
Pizza x 20	\$199.00
Soda x 6	\$35.94
Chips x 4	\$48.66
Portos x 6	\$66.24

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	\$0.00

#### Other

Description	Amount
Water x1	\$2.99
Plates x 2	\$38.00

#### Event Summary

Total Cost of Event: \$390.83  
Amount Requested from A.S.I.: \$390.83  
Amount from other sources: \$0.00

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:

T.S.

18 FEB 2018 11:50:43



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staff initial: TS.

18 FEB 20 11:50:50



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Event Title: Pizza Fundraiser  
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staff initial: TS

18 FEB 2 AM 11:51:24



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#### Contact

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

#### Organization

Club/Organization: Eagle Jiu-Jitsu  
Event Title: Pizza Fundraiser  
Date(s) of Event: 3/5/18 Quarter: Spring  
Location of Event: King Hallway Lecture Hall 1  
Expected Total Attendance: 200  
Expected Attendance of Cal State LA Students: 200

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**All forms must have a Time Stamp and**

**staff initial:**

TS

18 FEB 2 AM 11:51:29

# 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: Eagle Foundation PHONE: \_\_\_\_\_ DATE: \_\_\_\_\_

EVENT CONTACT NAME: Edith Barajas EMAIL: \_\_\_\_\_

NAME OF EVENT: Fundraiser LOCATION: King Hall Lecture Hall 1

EVENT DATE: 2/12/13 BEGIN TIME: 8:00am END TIME: 6:00pm ESTIMATED ATTENDANCE: 20  
2/19/13, 2/26/13, 3/5/13, 3/12/13, 3/19/13, 4/2/13, 4/9/13, 4/16/13, 4/23/13

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.) 4/30/13

- ☒ 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):

Club members will set up to sell pizza, chips, soda, water, and portos.  
\$2 \$1 \$1 \$1  
\$2-\$3

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 Wholesale 2207 W Commonwealth Ave, Alhambra CA 91803

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 EPB 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.



## 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:	<u>Joshua Gutierrez</u>	SIGNATURE:	<u>[Signature]</u>	DATE:	<u>1/29/18</u>
TREASURER:	<u>Stephanie Cruz</u>	SIGNATURE:	<u>[Signature]</u>	DATE:	<u>1/29/18</u>

## 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:
<u>Edwin Barajas</u>	<u>[Signature]</u>	<u>1/28/18</u>
ADVISOR'S NAME	<u>[Signature]</u>	<u>1/28/18</u>

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)	SIGNATURE	DATE	
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY	<u>[Signature]</u>	<u>1/29/18</u>	
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT			
GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? <input type="checkbox"/> NO <input type="checkbox"/> YES DATE REQUIRED			
NOTIFICATIONS:			
<input type="checkbox"/> PUBLIC AFFAIRS	DATE	<input type="checkbox"/> ATHLETICS	DATE
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE
NOTES OR UPDATES:			

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

TEMPORARY FOOD FACILITY PERMIT

3/12/18, 3/19/18, 4/2/18, 4/9/18, 4/16/18, 4/23/18, 4/30/18

Date of Event: 2/12/18, 2/19/18, 2/26/18, 3/5/18, Estimated Attendance: 30

Name of Event: Fundraiser

Type of Event: Fundraiser Location: King Hall Lecture Hall 1

Sponsoring Organization: Eagle Tea Trek

Authorized Representative: Edwin Barajas

Time:

Access Time: 7:00 a.m./p.m. to 6:00 a.m./p.m.

Event Time: 8:00 a.m./p.m. to 6:00 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, chips, guava pastries

~~07 W Commonwealth Ave Alhambra CA 91803~~

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

07 W Commonwealth Ave Alhambra CA 91803, Porto's 315 N Brand Blvd Glendale CA 91203

List all beverages to be sold/served: pepsico sodas, water, coffee, tea

Where will beverages be prepared or purchased? Costco Wholesale

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

Cooler

**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 Edwin Barajas  
Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (Student Organizations Only) 1-29-18  
Date

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) 1-29-18  
Date

4. Environmental Health & Safety (Corporate Yard Bldg. 244) #18-080  
Permit No. 1/29/18  
Date

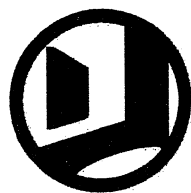
Revised 05/2012

RECEIVED

1170 110 114

RECEIVED JAN 20 2018

JE @ 4:39pm



CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
**UNIVERSITY**  
**STUDENT UNION**

## EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
5154 State University Drive, Rm # 107  
Los Angeles, CA 90032-8636  
Phone: (323) 343-2450 Fax (323) 343-2454

### Requestor Information

Name of Sponsoring club/organization: Eagle Jiu Jitsu  
Reservation Contact Name\*: Edwin Barajas  
Phone number: \_\_\_\_\_  
Email: \_\_\_\_\_

Event Contact\*\*: Roni Manasi  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

Faculty/Staff Advisor Name: Robert Weide

Email

\*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.

\*\* The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

### Event Information

Date	Start Time	AM	PM	End Time	AM	PM
2/12/18	8:00			6:00		
2/19/18	8:00			6:00		
2/26/18	8:00			6:00		
3/5/18	8:00			6:00		
3/12/18	8:00			6:00		
3/19/18	8:00			6:00		
4/2/18	8:00			6:00		
4/9/18	8:00			6:00		
4/16/18	8:00			6:00		
4/23/18	8:00			6:00		
4/30/18	8:00			6:00		

Preferred Location:

1st choice: King Hall Lecture Hall 1

2nd choice: King Hall Lecture Hall 2

Initial ED I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.

Purpose for tabling is to provide: \_\_\_\_\_ General Information \_\_\_\_\_ Food Sale/Distribution\*\* ☒ Fundraiser\*\*

If food will be distributed and/or sold, please describe: Pizza, chips, soda, water, pasta's

\*\*A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed. ☒ Yes ☐ No If so, specify what type: Banner

Requestor's Signature: \_\_\_\_\_

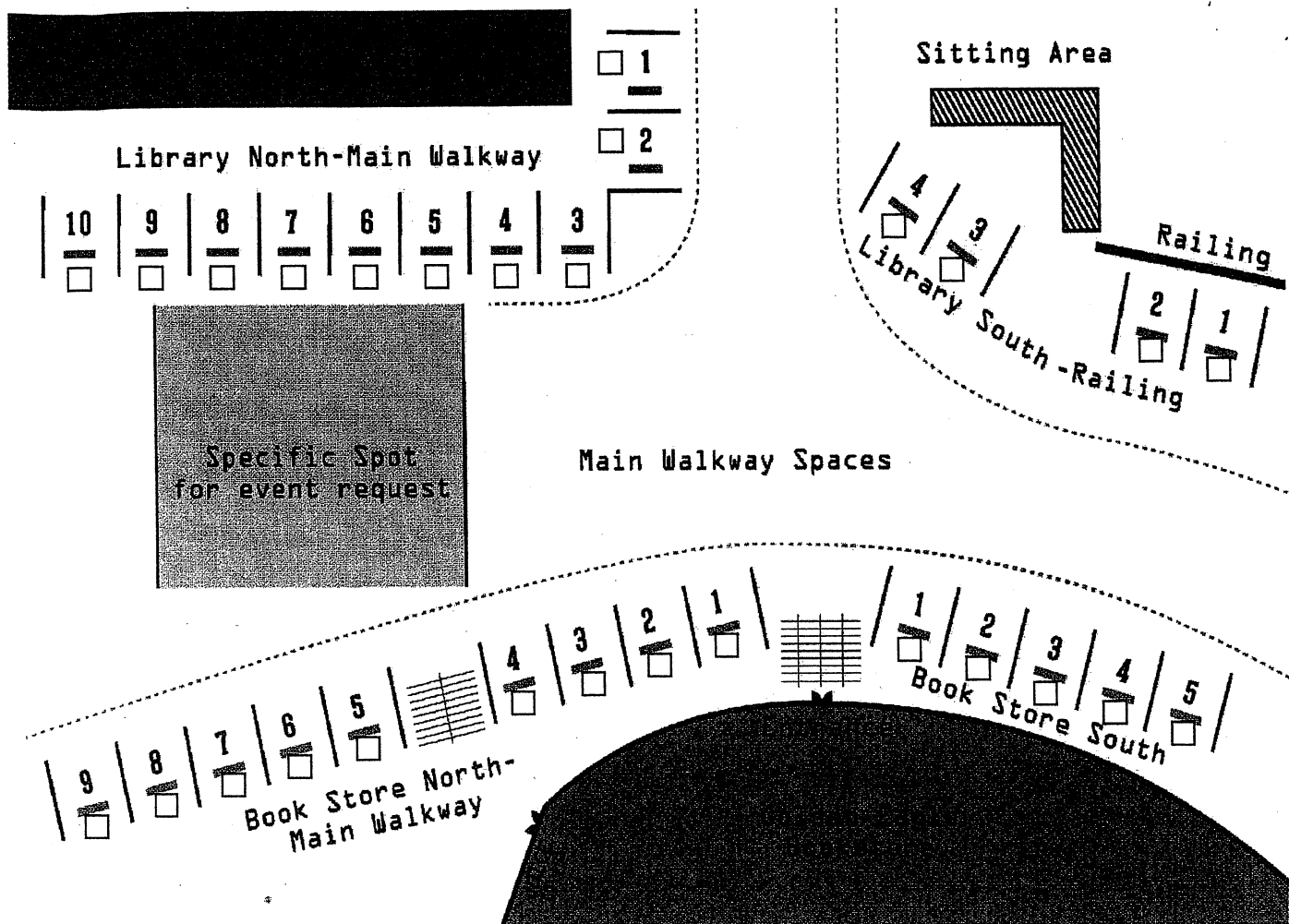
Date: 1/28/18

### For Office Use Only:

Confirmation by the Administration and Finance Office

Initials: \_\_\_\_\_ Date: \_\_\_\_\_



## Reservation Agreement

EB I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: Edwin Barajas

EB I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

EB I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

EB I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

EB I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

EB I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

EB I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

**EAGLE  
JIU-JITSU**



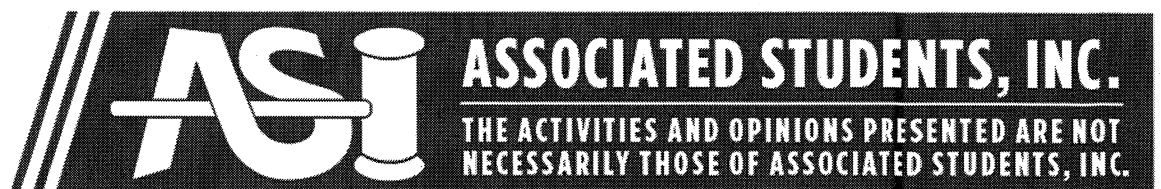
## EAGLE JIU JITSU FUNDRAISERS!

Pizza (Pepperoni, Cheese, and Combo), Porto's  
Potato Balls and Guava and Cheese Pastry,  
Chips, Soda, and Water

**DATES: 2/12/18, 2/19/18, 2/26/18, 3/5/18**

**Location: King Hall Lecture Hall 1**

**Time: 8AM to 6PM**



Invoice # 1 through 11

Event Date 2/12/18, 2/19/18, 2/26/18, 3/5/18, 3/12/18, 3/19/18, 4/2/18, 4/9/18, 4/16/18, 4/23/18, 4/30/18

Companies Purchasing From

Costco Wholesale and Porto's Bakery

2207 W Commonwealth Ave. Alhambra, CA 91803

(626) 289-7164

315 N Brand Blvd, Glendale, CA 91203

(818) 956-5996

Description	Quantity	Price (\$)	CRP/CNP	Subtotal	Tax Rate	Total Cost (\$)
Pizza	20	9.95		199	0.0925	217.41
Guava & Chee	3	10.56		31.68	0.0925	34.61
Potato Balls	3	11.52		34.56	0.0925	37.76
Chips	2	12.99		25.98	0.0925	28.38
Chips (hot)	2	11.99		23.98	0.0925	26.20
<b>FOOD</b>						<b>344.36</b>

MUG	1	5.99		5.99	0.0925	6.54
Schwepps	1	5.99		5.99	0.0925	6.54
Brisk	1	5.99		5.99	0.0925	6.54
Sierra Mist	1	5.99		5.99	0.0925	6.54
Mountain De	1	5.99		5.99	0.0925	6.54
Pepsi	1	5.99		5.99	0.0925	6.54
Water	1	2.99		2.99	0.0925	3.27
<b>BEVERAGE</b>						<b>42.53</b>

Plates	2	17.39		34.78	0.0925	38.00
<b>UTILITIES</b>						<b>38.00</b>

<b>ESTIMATED AMOUNT</b>						<b>424.88</b>
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## Pizza:



Available in: Burbank Glendale Downey



### Availability

Made daily for walk in sale  
Advance order available with restrictions  
24 hour advance order required

### Description

A soft mashed potato ball filled with seasoned ground beef, fried to golden brown. Minimum 4 dozen to pre-order. Delivered cold for later heating. If requested hot, they will be heated upon your arrival and delivered in an aluminum foil pan with lid (additional charge). Please allow 10-15 minutes for heating.

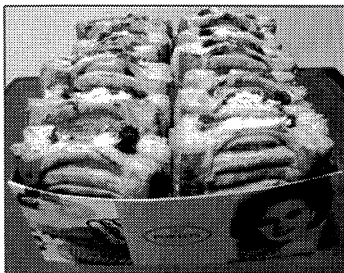
### Price

\$11.52

### Feeds Approximately

[Add To Wishlist](#)

Available in: Burbank Glendale Downey



### Availability

Made daily for walk in sale  
Advance order available with restrictions  
24 hour advance order required

### Description

Flaky puff pastry filled with guava and cream cheese. Minimum 4 dozen to preorder.

### Price

\$10.56

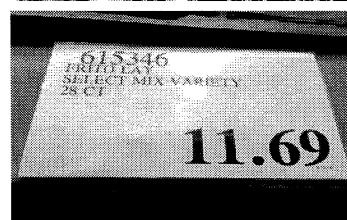
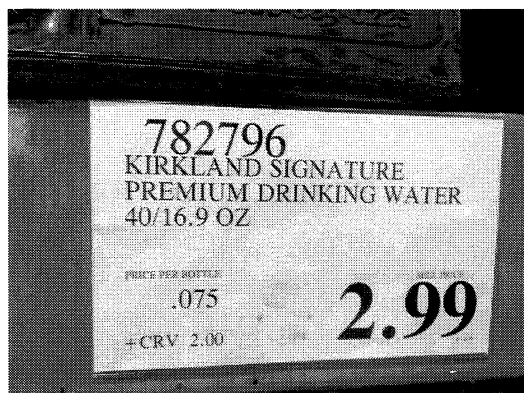
### Feeds Approximately

[Add To Wishlist](#)

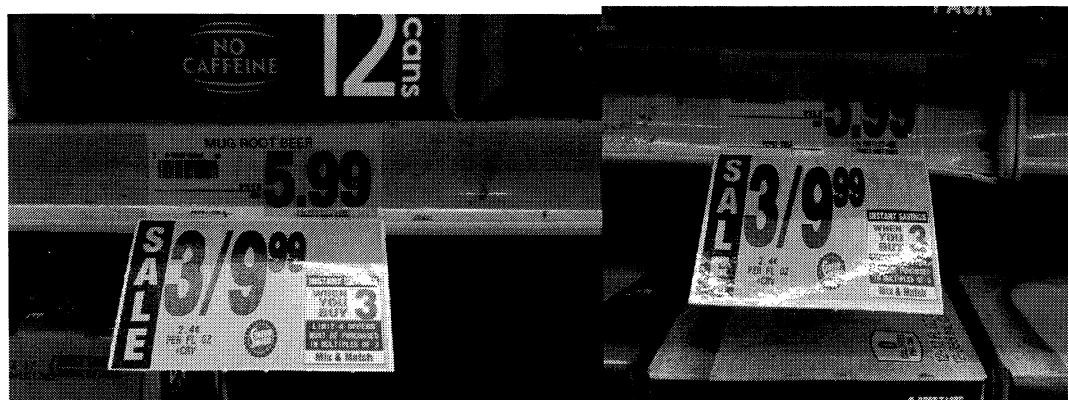
## Portos:

## Water:

## Chips:



Soda:

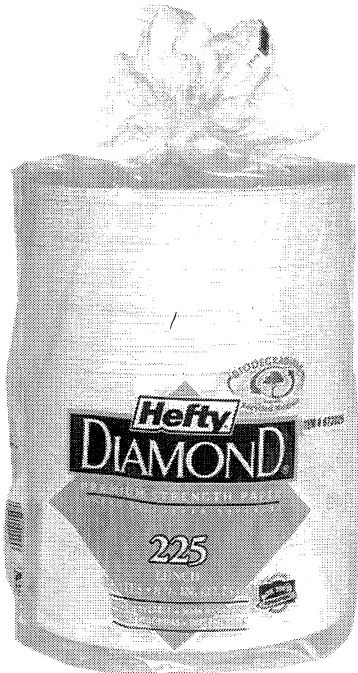








Plates:



2-Day Delivery

## Hefty Diamond 8 3/4" Lunch Plate, 225-count

Item #672026

Your Price **\$17.39**

Delivery Fee ⓘ **\$3.00**

Price Per EACH: \$0.08

2 Business Day Delivery When Ordered by 12pm

No Separate Delivery Fee With Orders Of \$75 Or More

May Be Available In-Warehouse ⓘ

Qty

1

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