



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: Financial Management Association
Event Title: Mexican Sweet Bread Fundraiser
Date(s) of Event: 02/14/2018 Semester Spring
Location of Event: On Campus
Expected Total Attendance: 100
Expected Attendance of Cal State LA Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:

Selling La Fama Panaderia Mexican Sweet Bread to raise money for the Financial Management Association.

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

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

Event will provide an inexpensive and quick snack for students.

Hospitality

Description	Amount
200 Mini Mexican Sweet Breads	100
2 Plates/ 3 Napkins	5.00
Disposable Gloves	2.00

Honoraria/Contracts

Description	Amount
N/A	

Marketing

Description	Amount
Fuji Film Instax- 1 Pack	13.44
2 Balloons	2.00

Other

Description	Amount
Taxes-	10.71

Event Summary

Total Cost of Event 133.150
Amount Requested from A.S.I.: 133.15
Amount from other sources: _____
What other resources are you employing for this event?
(1) Table and (2) Chairs

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:

TS

18 JAN 30 PM 12:29:57

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: Financial Management Association

PHONE:

DATE: 01/22/2017

EVENT CONTACT NAME: Richard Lozano

EMAIL:

NAME OF EVENT: Fundraiser

LOCATION: On Campus - VSU Walkway 1

EVENT DATE: 02/14/2018

BEGIN TIME: 8am

END TIME: 2pm

ESTIMATED ATTENDANCE: 100

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):

The event will be on campus. The Financial Management Association will be selling Mexican Sweet Bread. The funds will be used to fund future club activities.

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: Purchased from La Fama Panaderia

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
1/30/18 MLG

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.

75 cent per Mexican Sweet Bread. Proceeds will go to organization.

PRESIDENT: Marina

SIGNATURE:

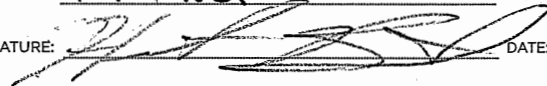
M. Mal

DATE:

1-23-18

TREASURER: Hector Banuelos

SIGNATURE:



DATE:

1/23/18

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."

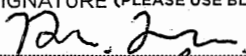
GENERAL RELEASE: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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

Richard Lozano

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)



DATE:

1/23/18

ADVISOR'S NAME

Yalan Feng



1-22-18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:



DATE:

1/30/18

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: 02/14/2018 Estimated Attendance: 100

Name of Event: Mexican Sweet Bread Fundraiser Event

Type of Event: Fundraiser Location: CSULA Campus USU Walkway 1

Sponsoring Organization: Financial Management Association

Authorized Representative: Richard Lozano Phone: _____ Fax: _____

Time:

Access Time: 8AM a.m./p.m. to 2pm a.m./p.m.

Event Time: 8AM a.m./p.m. to 2pm a.m./p.m.

90%

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. Mexican Sweet Bread

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Purchasing La Fama Panaderia Mexican Sweet Bread- Chocolate and Vanilla

List all beverages to be sold/served: None

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: n/a

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.

Richard Lozano R.L.
1. Signature of Sponsoring Organization Chairperson

Richard Lozano
Authorized Representative to be present at event

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

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

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

Permit No. _____

1/30/18
Date

1/30/18
Date

1/30/18
Date

Revised 05/2012

RECEIVED
1/30/18 ME



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY
STUDENT UNION

OUTDOOR EVENT REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2465 Fax (323) 343-2454

TYPE OF SPONSOR: ☐ Recognized Club/Org ☐ Cal State LA Department ☐ Off Campus ☐ Other
Organization Name: Financial Management Ass. Reservation Contact: Leslie Orellana
Phone Number: _____ Email: _____
Date of Event*: 2/14/2018 Title of Event: Mexican Sweet Bread

Access Start Time: 8:00 am Event Start Time: 8:45 am Event End Time: 1:30 pm Access End time: 1:30 pm

Event Contact: ERICK VARGAS Phone Number: _____

Amplified Sound (Maximum two hours) Start: 9:00 am End: 1:00 pm Amplified Sound Level: ☒ 1 ☐ 2 ☐ 3

Faculty/Staff Advisors Name: Yalan Feng Extension: _____

If you represent an off campus organization:

1) Please provide billing address:

Street Address: _____ City/State/Zip Code: _____

2) You must fill out Schedule B regarding event insurance.

EVENT INFORMATION

Please check YES or NO to the following statements regarding event details:

Registration, admission fees, or donations are being accepted: ☐ YES ☒ NO If so, please specify amount: \$ _____
There will be guest participants that are 51% from off-campus: ☐ YES ☒ NO
There will be vendors fair or exhibitors as part of this event: ☐ YES ☒ NO
Alcohol will be served: ☐ YES ☒ NO If so, an approved request to serve Alcoholic Beverages form must be submitted.
Food will be served: ☒ YES ☐ NO If so, who is providing? _____
This event is directed related to the educational mission of the University: ☒ YES ☐ NO
This event is sponsored or promoted by a non-University or off-campus organization: ☐ YES ☒ NO
This event is a profit-making venture (i.e. product show, or solicitation of goods or services): ☒ YES ☐ NO
Decorations, banners, or signs will be displayed: ☒ YES ☐ NO If yes, please describe: small Banners/Balloons(2)
The media will be notified about the event (newspapers, television, radio stations etc.): ☐ YES ☒ NO
A movie/film/documentary will be shown at this event: ☐ YES ☒ NO If so, viewing rights must be provided before event can be confirmed.
This event is co-sponsored by the University-Student Union: ☐ YES ☒ NO If so, specify: ☐ CCC ☐ CSI ☐ Other: _____

MEDIA SERVICES - OUTDOOR EQUIPMENT REQUEST

Basic PA II - Select components needed (Comes with MP3 Player)

- ☐ Wireless Microphone (1 available)
☐ Wired Microphone _____ up to 2 available
☐ i-pod Connection
☐ Satellite Speaker (1 extra speaker)
☐ DI Box (Direct Input Box) - Used for keyboards, guitars, bases, etc.

Select a PA System that fits your needs.

Plaza Concert PA - Select components needed (Comes with CD & MP3 Player)

- ☐ Wired Microphone _____ up to 9 available
☐ On-Stage Monitors _____ up to 2 available
☐ i-pod Connection
☐ DI Box (Direct Input Box) _____ up to 2 available
☐ Bluetooth Audio

Additional AV Equipment ☐ Plaza Podium

Expected Attendance _____
Setup Count

Reservation Agreement

PN 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: ERICK VARGAS

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

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

PN 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.

PN 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.

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

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

INFORMATION TABLES/SPECIAL EVENTS

Please provide more information about your event, if needed.

Event Notes

Requestor's Signature: _____ Date: _____

Before you sign, please review your information at the front/back of this page to ensure accuracy.

OFFICE USE ONLY

Processed by: _____



New Request



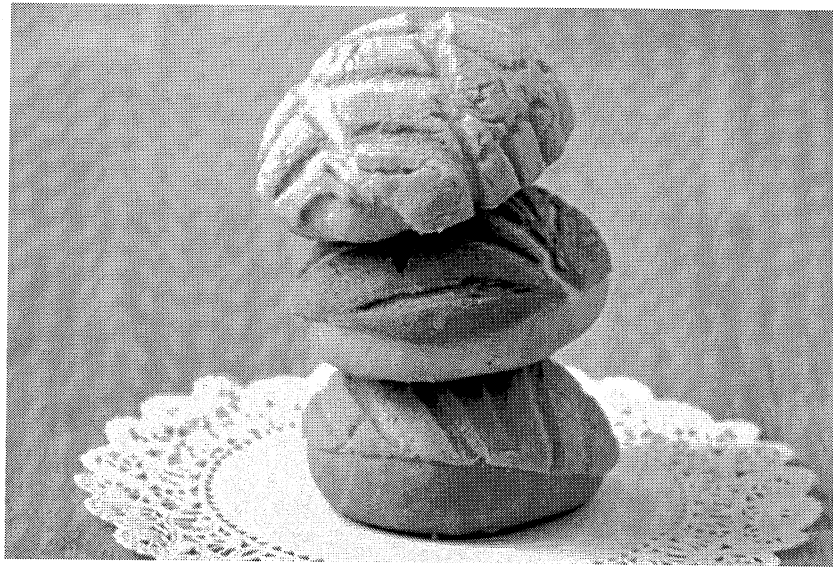
Revised/Updated Request



Res# _____

FINANCIAL MANAGEMENT ASSOCIATION

MEXICAN SWEET BREAD FUNDRAISER



FEBRUARY 14th, 2018

8AM – 2PM

Building a bridge between students and professionals

@csula_fma
f csulafma
M fmacsula1@gmail.com
#FMACSULA



CAL STATE
LA COLLEGE OF
**BUSINESS &
ECONOMICS**

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

2 Disposable Gloves



2 Plates



3 Napkins



Style:
Twin Pack Only



\$ **13**⁴⁴

Ships when available in 1-2 days.

**Ships from and sold by Amazon.com exclusively
for Prime members. Gift-wrap available.**

One Time Purchase:

Fecha
DATE

1/27/2018

NOMBRE
NAME

Enrik. Varquez

DIRECCION
ADDRESSCIUDAD
CITYTELEFONO
PHONE

323-327

5706

MEDIDA DE PASTEL
CAKE SIZECLASE DE PASTEL
KIND OF CAKECLASE DE RELLENO
KIND OF FILLING :OCASION
OCCASIONCOLORES
COLORSNOTAS
REMARKS100 conchitas chiquitas de
chocolate

100 conchitas chiquitas Blancas

FECHA DE ENTREGA
DATE DUEMiércoles 14/Febrero
2018PRECIO
PRICE

\$100

DEPOSITO
DEPOSIT

\$

A.M. ☒P.M. ☐

BALANCE.....

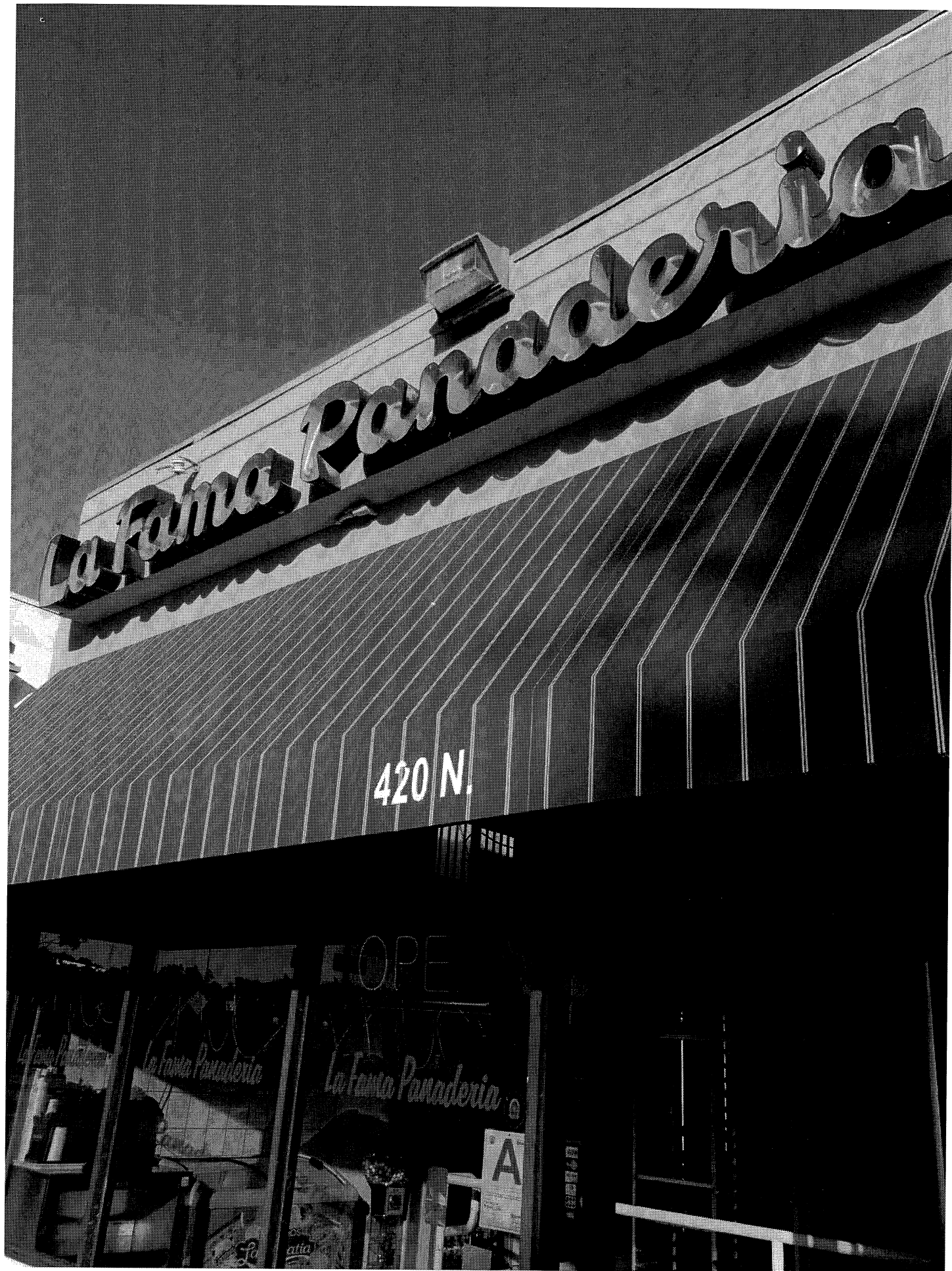
\$

DEPOSITO DE BASES

DEPOSIT ON DIVIDERS \$

ORDEN TOMADA POR
ORDER TAKEN BY

Adela





Project Title: Mexican
Project Description:
Invoice Number: 1

Financial Management Association (FMA)

Sweet Bread
Fundraiser

Description	Quantity	Unit Price	Cost
Mexican Sweet Bread	200	\$.50	\$100.00
Plates	2	\$1.00	\$2.00
Napkins	3	\$1.00	\$3.00
Disposable Gloves	2	\$1.00	\$2.00
Fuji Film Instax	1	\$13.44	\$13.44
Balloons	2	\$1.00	\$2.00
		\$	
		Subtotal	\$122.44
	tax	8.75	\$10.71
		Total	\$133.15



DOLLAR TREE STORES, INC.®

Store# 4530 (714) 557-2709
3309 S Bristol St, Ste A
Santa Ana CA 92704-7262

DESCRIPTION	QTY	PRICE	TOTAL
LUNCH NAPKINS	1	1.00	1.00T
LUNCH NAPKINS	1	1.00	1.00T
LUNCH NAPKINS	1	1.00	1.00T
LUNCH NAPKINS	1	1.00	1.00T
PLATE	1	1.00	1.00T
PAPER PLATES	1	1.00	1.00T
DISPOSABLE GLOVES	1	1.00	1.00T
DISPOSABLE GLOVES	1	1.00	1.00T
PINK HEART BALLOON	1	1.00	1.00T
FOIL BALLOON	1	1.00	1.00T
Bag Fee	1	0.10	0.10N

Sub Total \$10.10
SALES TAX \$0.78
Total \$10.88

US DEBIT \$10.88
*****7732 Approved
Purchase Chip
Auth/Trace Number: 236549/012456
Chip Card AID: A0000000980840

Thank You for Shopping at Dollar Tree
Where Everything's \$1.00
Now Shop On-Line at Dollartree.com

* We value your opinion! *
* Please provide your feedback at *
* www.dollartreefeedback.com *
* Receive chances to win \$1,000 daily plus *
* instant prizes valued at \$1,500 weekly *
* or by calling 1-877-368-2540. *
* For complete rules, eligibility and sweepstakes *
* period and previous winners please visit *
* www.dollartreefeedback.com *
* No purchase/survey required to enter. *
* Sweepstakes sponsored by Empathica, Inc. *
* across multiple international clients. *
* Survey Code: 1343 0643 4105 0201 *
*
* We will gladly exchange any unopened item *
* with original receipt. We do not offer refunds. *

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Sales Associate:denise