



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: Pizza Fundraiser
Date(s) of Event: 02/22/2018 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 Costco Pizza 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
10 Boxes of Pizza	\$110

Honoraria/Contracts

Description	Amount
N/A	

Marketing

Description	Amount

Other

Description	Amount
N/A	

Event Summary

Total Cost of Event: \$110 0
Amount Requested from A.S.I.: \$110
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:

T.S.

18 JAN 00 10:46:42

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: Costco Pizza Fundraiser LOCATION: On Campus USU walkway 2
EVENT DATE: 02/22/2018 BEGIN TIME: 7am END TIME: 6pm 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 sell precooked Costco pizza. 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 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
1/23/18 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.

\$2 per slice - 100% proceeds will go to Organization

PRESIDENT: Marina Malkhasova

SIGNATURE: M. Mal.

DATE: 1-22-18

TREASURER: Hector Banuelos

SIGNATURE: H. Banuelos

DATE: 1/22/18

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)

R. Lozano

DATE:

1/22/18

ADVISOR'S NAME

Yalan Feng

Y. Feng

1-22-18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

Ch. B.

1-23-18

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: 02/12/2018 Estimated Attendance: 100

Name of Event: Costco Fundraiser Event

Type of Event: Fundraiser Location: CSULA Campus USU Walkway 2

Sponsoring Organization: Financial Management Association

Authorized Representative: Richard Lozano Phone: _____ Fax: _____

Time:

Access Time: 11AM a.m./p.m. to 5pm a.m./p.m.

Event Time: 11AM a.m./p.m. to 5pm 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: dairy and cheese

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

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.

R. Lozano

1. Signature of Sponsoring Organization Chairperson

Richard Lozano

Authorized Representative to be present at event

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

Date

1-22-18

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

Date

1-22-18

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

Permit No.

Date

#18-049

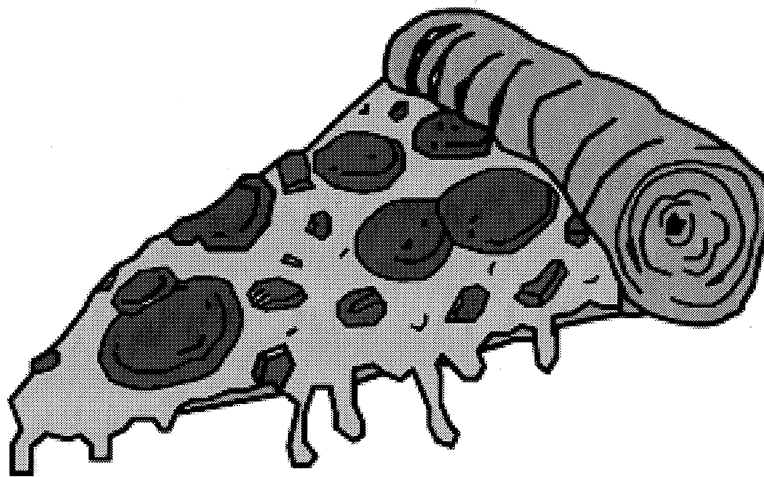
1/22/18

Revised 05/2012

RECEIVED
1/22/18 ME

FINANCIAL MANAGEMENT ASSOCIATION

PIZZA FUNDRAISER



FEBRUARY 22nd, 2018

11AM – 5PM

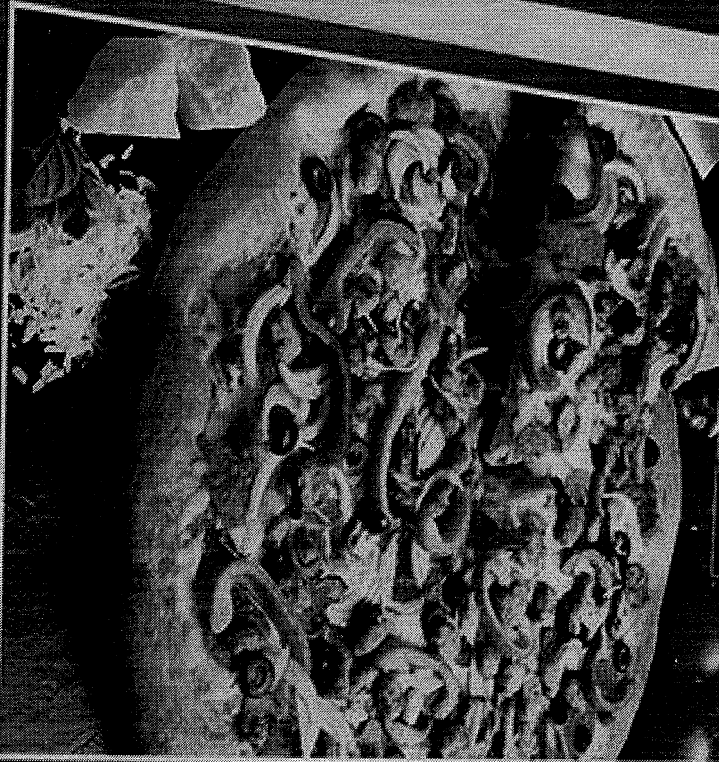

Building a bridge between students and professionals

#FMAULA





@csula_fma f csulafma M fmacsula1@gmail.com





PIZZA

	SLICE	18" WHOLE
COMBO:	760 cal.	4,560 cal.
CHEESE:	760 cal.	4,540 cal.
PEPPERONI:	710 cal.	4,230 cal.



**HOT TURKEY
& PROVOLONE
SANDWICH**

OVEN BROWNED TURKEY, PROVOLONE,
RED ONIONS, TOMATOES, BASIL GARLIC
MAYONNAISE ON A TOASTED TORTILLA ROLL

3.99

740 cal.



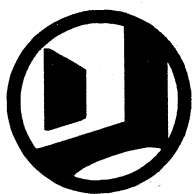
Financial Management Association (FMA)

Project Title: pizza sale

Project Description: fundraiser

Invoice Number: 1

Description	Quantity	Unit Price	Cost
Pizza	10	\$9.95	\$99.5
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		Subtotal	\$99.50
		8.75	\$108.21
		Total	\$108.21



RECEIVED JAN 3 2018
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: 714-907-6132 Email: leslieore12@gmail.com

Date of Event*: 2/22/18 Title of Event: _____

Access Start Time: 11:00 am Event Start Time: 11:00 am Event End Time: 5:00 pm Access End time: 5:00 pm

Event Contact: Erick Valzquez Phone Number: 323-327-5706

Amplified Sound (Maximum two hours) Start: 11:30 End: 4:30 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 / social media banner.

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

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 VAZQUEZ - 323 - 327 - 5706

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

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

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.

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.

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

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# _____