



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: Master of Social Work Student Organization
 Event Title: Portos' Fundraiser
 Date(s) of Event: 2/10/18 Semester Spring
 Location of Event: Salazar Hall (Patio Area)
 Expected Total Attendance: 100
 Expected Attendance of Cal State LA Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:

MSWSO will be selling Portos' baked goods for all students at Cal State LA for a reasonable price.

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

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

This event will help MSWSO to meet diverse students from various majors and share fundraising goals and mission to all contribution.

Hospitality

Description	Amount
9 dz potato balls / 5dz cheese rolls	\$153.00
6 dz of cheese rolls / 6dz meat pies	\$134.00
24ct Pellegrino/ 24ct Pepsi/ 40ct Water	\$35.00
Plates, Napkins, Forks	\$35.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$357.00
 Amount Requested from A.S.I.: \$357.00
 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: TS

18 FEB 24 11:15:20

update to 02/10/18 2/2/18

COMPLETED



STUDENT ORGANIZATION EVENT REGISTRATION FORM

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: Master of Social Work Student Organization PHONE: 8 DATE: 1/17/2018

EVENT CONTACT NAME: Daniela Sanchez EMAIL:

NAME OF EVENT: Porto's Sales Fundraiser LOCATION: Salazar Hall (Patio Area)

EVENT DATE: ~~02/21/2018~~ ^{02/10/18} BEGIN TIME: 8:00AM END TIME: 5:00PM 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):

MSW Student Organization member will be selling Porto's baked goods outside Salazar Hall (Patio Area) for those students interested in supporting our event.

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: Porto's Bakery - 3614 w. Magnolia Blvd, Burbank CA

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

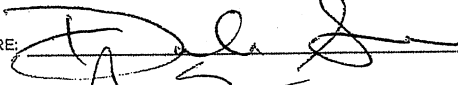
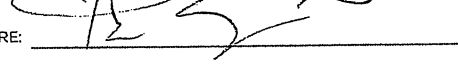
Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

1/23/18 WCA

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.

This event is being done as a fundraiser to help raise funds for the organization by selling Porto's baked goods in hopes that students of MSW program a long with Cal State LA community come in and participate in the fundraiser by purchasing items being sold. Pastries \$2.00 & Beverages \$1.00

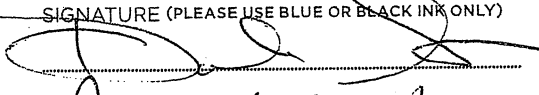
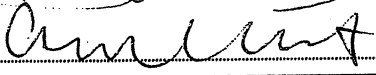
PRESIDENT: Daniela Sanchez SIGNATURE:  DATE: 1/17/18
 TREASURER: Daniel Cruz SIGNATURE:  DATE: 1/19/18

EVENT GUIDELINES

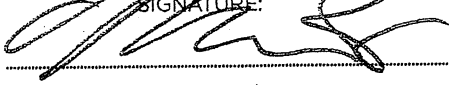
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of 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: Daniela Sanchez SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: 1/17/18
 ADVISOR'S NAME: Dr. Huynh-Hohnbaum SIGNATURE:  DATE: 1/22/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 1.23.18
 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:

Master of Social Work
Student Organization
Invites you to a

Porto's Fundraiser

Saturday, February 10
10:30 AM to 12 PM
Salazar Quad

Empanadas, Potato Balls, Cheese Rolls,
Cheese and Guava Pastry, Meat Pies

\$2.00 each or 3 for \$5.50



Available in: Burbank Glendale Downey



Price \$11.52



Price \$9.72



Price \$11.64



Price \$10.56



\$12.99

Hefty Super Weight 8 7/8" Foam Plate, 220 Count



\$11.79

Solo Plastic Heavyweight Fork 500 Count



\$9.99

Kirkland Signature Napkins, 4-count



San Pellegrino Sparkling Fruit Variety Pack 11.2 fl. oz., 24 Count

\$20.09



Pepsi, 12 oz, 24 ct

\$8.99



Kirkland Signature Purified Drinking Water, 16.9 oz, 40 ct

\$5.70