



# 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: 3/3/18 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
10 dz potato balls / 5dz cheese rolls	\$165.00
6 dz of cheese rolls / 6dz meat pies	\$134.00

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	\$0.00

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$299.00  
 Amount Requested from A.S.I.: \$299.00  
 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: AS

'18 JAN 25 PM 12:34:06

# 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: Master of Social Work Student Organization

PHONE:

DATE: 1/17/2018

EVENT CONTACT NAME: Daniela Sanchez

EMAIL:

NAME OF EVENT: Porto's Sales Fundraiser

LOCATION: Salazar Hall (Patio Area)

EVENT DATE: 03/03/2018

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

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.

## 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 along 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: \_\_\_\_\_

TREASURER: Daniel Cruz

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

## 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

ADVISOR'S NAME

Dr. Huynh-Hohnbaum

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

1/17/18

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

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: 03/03/2018 Estimated Attendance: 100

Name of Event: Portos Fundraiser

Type of Event: Fundraiser Location: Salazar Hall (Patio Area)

Sponsoring Organization: Master of Social Work Student Organization

Authorized Representative: Daniela Sanchez Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Time:

Access Time: 7:00 am a.m./p.m. to 5:00 pm a.m./p.m.

Event Time: 8:00 am a.m./p.m. to 5:00 pm 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. Porto's Bake Goods, such as pastries

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Porto's 3614 W Magnolia Blvd, Burbank, CA 91505

List all beverages to be sold/served: Water and Soda - Pepsi Products only

Where will beverages be prepared or purchased? Costco

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.

[Signature] Daniela Sanchez  
1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

2. Center for Student Involvement (UC 204) (Student Organizations Only) 1/23/18  
Date

[Signature] 1/23/18  
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date

[Signature] #18-058 1/23/18  
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date

Master of Social Work  
Student Organization  
Invites you to a

# Porto's Fundraiser

Saturday, March 3rd  
Salazar Quad

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

\$2.00 each or 3 for \$5.50



**ASSOCIATED STUDENTS, INC.**

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

Available in: Burbank Glendale Downey



Price \$11.52



Price \$9.72



Price \$11.64



Price \$10.56