



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: Student Dietetic Association
 Event Title: National Nutrition Month
 Date(s) of Event: 4/9/18 Semester: Spring
 Location of Event: Library North - Main Walkway #7
 Expected Total Attendance: ~50 people
 Expected Attendance of Cal State LA Students: ~45 students

Event Description and Total Cost Breakdown

Briefly describe the event:
 Our event is based on selling healthy and affordable snacks to students. There will be pre-packaged snacks that are all under \$3.

Is the event open to all Cal State LA students?: Yes
 How will this program enhance the Cal State LA experience?:
 This event will benefit CSULA because it will raise provide access to healthy food choices on campus.

Hospitality

Description	Amount
Fuji Apples (\$1.29 per lb) x 2	\$2.58
Bananas (\$0.64 per lb) x 4	\$2.56
Clementine Tangerines per bag	\$5.99
2 boxes of Strawberries	\$4.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Kashi Bars per box	\$4.49
Nature's Bakery Bars per box	\$4.49
RX Bars per box	\$6.99

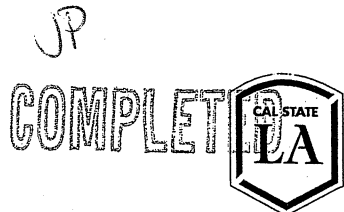
Event Summary

Total Cost of Event: \$31.10
 Amount Requested from A.S.I.: \$ 31.10
 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: Ar '18 MAR 9 AM 11:50:05



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: Student Dietetic Association DATE: 1/25/10

EVENT CONTACT NAME:

NAME OF EVENT: SDA Snack Stand LOCATION: Main Walkway

EVENT DATE: 4/9/10 BEGIN TIME: 12pm END TIME: 2pm ESTIMATED ATTENDANCE: 50

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):

Selling healthy / affordable snacks to students

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 2207 W. Common Wealth 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 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 CASH TRANSACTIONS

As an officer of: [REDACTED], a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

[REDACTED]

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 1/25/18
TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 1/25/18

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.

- 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 Judicial Affairs.
- ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.
- PUBLICITY:** All publicity material including banners, brochures, announcements, etc. 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 L.A."

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.

STUDENT ORG. OFFICER'S NAME: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: 1/25/18
ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]*

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

SENT FOR STUDENT INVOLVEMENT REQUEST TO SERVE ALCOHOLIC BEVERAGES BY THE UNIVERSITY

SENT FOR STUDENT INVOLVEMENT DIRECTOR

GENERAL RELEASES NEEDED FOR ADVERTISING: NO YES (DATE REQUIRED)

ADVERTISING: PUBLIC AFFAIRS DATE: _____ STUDENT DATE: _____
 NEWS OFFICIALS DATE: _____ FACILITIES COORDINATOR DATE: _____

OTHER COMMENTS:

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Date of Event: April 9 2010 Estimated Attendance: 50

Name of Event: Healthy Snack Stand

Type of Event: Benefits to proceeds Location: Main Walkway

Sponsoring Organization: Student Dietetic Association

Authorized Representative: _____ Fax: _____

Time: _____

Access Time: _____ a.m./p.m. to _____ a.m./p.m.

Event Time: 12 a.m./p.m. to 2 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: Fruits, vegetables, granola

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.

Fruits, vegetables, granola

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

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? Costco

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

Insulated Box

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 Adriely Belmont Authorized Representative to be present at event 1/25/10

2. Center for Student Involvement (UU 204) (Student Organizations Only) _____ Date 1/25/18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____ Date 1/25/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244) 18-074 Permit No. _____ Date 1/25/18



April 9, 2018
12:00- 2:00 PM

● Library (North) - Main Walkway side



HEALTHY SNACK STAND

Hosted by the STUDENT DIETETIC ASSOCIATION



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

