



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: Sigma Lambda Beta
 Event Title: Pizza Fundraiser
 Date(s) of Event: 4/9/18 Semester Select One...
 Location of Event: Library South Railway
 Expected Total Attendance: 50
 Expected Attendance of Cal State LA Students: 50

Event Description and Total Cost Breakdown

Briefly describe the event:

Our organization will be selling pizza in order to accumulate funds for our chapter to help fund future events.

Is the event open to all Cal State LA students?: Select One...

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

This event will help enhance the Cal State La experience by providing students with an alternative food choice at cost effective price.

Hospitality

Description	Amount
4-9 (6) Costco Pizza + Tax	\$64.92
4-16 (6) Costco Pizza + Tax	\$64.92

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount
	\$0.00

Other

Description	Amount

Event Summary

Total Cost of Event: \$129.84
 Amount Requested from A.S.I.: \$129.84
 Amount from other sources: \$0.00
 What other resources are you employing for this event?

For Office Use Only • Do Not Write Below

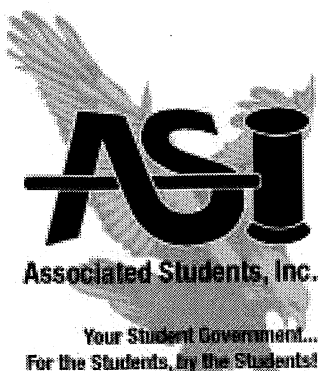
Important:

- (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: JS

10 APR 2018 5:05:27



Club Funding Request Form Instructions – Fill out the form completely

(Physical quote(s) and estimates are required for all items listed.

It is also suggested a detailed budget breakdown is provided.)

Contact	Only eligible officers (listed on the Student Organization Officer Information Form) from University recognized student organizations may request funds from A.S.I.
Student Organizations	Only University-recognized student organizations may request funds from A.S.I.
Expected Total Attendance	Indicate the total number of people expected at the event including faculty advisors, Cal State LA students, non-student guests, etc.
Expected Attendance of Cal State LA Students	Indicate the total number of Cal State LA students expected to be in attendance at the event.
Describe the Event	What are you going to do? What are the goals of the event? If the box is too small please attach additional information describing the event.
Is the Event open to all Cal State LA Students	Yes or No?
How will this program enhance the Cal State LA community?	Why should we fund this event? If the box is too small please attach additional information.
Hospitality	All events with food are required to have an attached food permit. The only exception is if UAS caters the food.
Honoraria/Contracts	A.S.I. does not fund salaries or fees, honoraria for instructors, tutors or Cal State L.A. faculty. All speakers/performers must have a valid contract and invoice signed prior to the event/performance. Payment cannot be made unless these items are completed.
Marketing	Include the costs of flyers, banners, etc. Events which do not have a comprehensive marketing plan are usually not well attended and will therefore generally not be supported. (Attach Flyer include A.S.I. Logo which can be download from our website.)
Other	Due to State law, A.S.I. Policies, and CSU Policies, there is a very long list of what A.S.I. will not fund. See the funding limitations on the bottom of this page for a partial list. For a comprehensive list in Policy 204 Funding Guidelines, listed on the A.S.I. Finance Policies and Procedures web page .
Total Cost of Event	The Total Cost will auto fill based on the amounts entered.
Amount requested from A.S.I.?	How much are you requesting from A.S.I.?
Amount from Other Sources	The amount requested from A.S.I. and the amount from other sources should equal the total cost of the event.
What other sources are	List any fees, registration, dues, etc., which will be used to assist in paying for the total cost of the event.

Note: Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event. Awarded funds will be forfeited if all documents are not submitted by the 15 day deadline.

A.S.I. Funding Limitations

- Office supplies for student organization operations (e.g. paper, pens, clips, rubber bands, etc.).
- Telephone Expenses
- Athletic equipment
- Materials or supplies for the purchase or care of live animals.
- An organization's or individual member's local, state, regional, or national membership fees.
- An organization's or individual member's travel expenses; except as provided in the A.S.I. Travel Policy 213.
- Membership recruitment of non-Cal State L.A. students.
- Programs for the benefit of, or targeted to, non-Cal State L.A. students.
- Activities considered to be high risk/high liability for or by the University or A.S.I.
- Scholarships or scholarship donation.
- Programs which are not in compliance with ADA standards.
- Programs exclusively benefiting or targeted to members of a specific group.
- Race or gender specific awards ceremonies or programs.
- Programs and events that provide only one side of political issues and/or matters that are going to be considered by voters in upcoming elections.
- Non-advertised programs occurring during an organization's regularly scheduled meeting(s).
- Food, except when pre-approved for hospitality purposes.
- Salaries, fees, honorariums for instructors, tutors, or Cal State faculty.
- Program equipment costing over \$300 that does not have at least three (3) written estimates.
- Events held off-campus without University supervision or direction.
- Events that involve Alcohol.
- Not open to all Cal State LA Students.

For more information regarding funding e-mail Aaron Castaneda Vice President for Finance at asivpf@calstatela.edu, go to our website: [Clubs and Organizations](#) or call us at 323-343-4778.

Tel: (323) 343-4770

Fax: (323) 343-6415

www.calstatela.edu/asi

5154 State University Blvd, Room 106
Los Angeles, California 90032

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: *Sigma Lambda Beta*

PHONE: [REDACTED]

DATE: *3-19-18*

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: *Pizza Fundraiser*

LOCATION: *Library North Main walkway*

EVENT DATE: *4-4-18*
4-16-18

BEGIN TIME: *11:00 am*

END TIME: *3:00 pm*

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):

Our organization will be selling pizza to students and the cal state LA community in order to accumulate funds to our chapter.

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: *cooked pizza*

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
3/19/18 MT

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.

Our organization will sell slices for \$2 and water for \$1

100% proceeds to org.

PRESIDENT:

[REDACTED]

SIGNATURE:

[Signature]

DATE: 3-19-18

TREASURER:

[REDACTED]

SIGNATURE:

[Signature]

DATE: 3-19-18

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

[REDACTED]

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

[Signature]

DATE:

3-19-18

ADVISOR'S NAME

[REDACTED]

[Signature]

3/19/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

[Signature]

DATE:

3/19/18

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: 4-4-18, 4-9-18, 4-16-18 Estimated Attendance: 50

Name of Event: Sigma Lambda Beta Pizza Sale

Type of Event: Pizza Fundraiser Location: Library North Main Walkway

Sponsoring Organization: Sigma Lambda Beta

Authorized Representative: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time: [Redacted]

Access Time: 10:30 a.m./p.m. to 3:30 a.m./p.m.

Event Time: 11:00 a.m./p.m. to 3:00 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: [Redacted]

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. Costco pizza and water

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco pizza and bottled water will be picked up

List all beverages to be sold/served: Bottled water

Where will beverages be prepared or purchased? Purchased from Costco

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Food and water will be at a room temperature

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 [Signature] Authorized Representative to be present at event [Redacted]
[Signature] 3-12-18
2. Center for Student Involvement (UU 204) (Student Organizations Only) Date 3/13/18
[Signature]
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date 3/16/18
[Signature] 18-249
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. [Redacted] Date 3/16/18



ASSOCIATED STUDENTS, INC.

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

Sigma Lambda Beta Pizza Fundraiser

Slices \$2

Water \$1



April 9 / 11 - 3PM

Library North Main Walkway

