



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: [REDACTED]
 Officer Title: [REDACTED]
 Address: [REDACTED]
 City/State/Zip: [REDACTED]
 Phone & Email: [REDACTED]
 Officer Signature: [REDACTED]

Organization

Club/Organization: Child Development Association - CDA
 Event Title: CDA Mixer
 Date(s) of Event: 8/28/18 Semester Fall
 Location of Event: Los Angeles Rooms A, B, C
 Expected Total Attendance: 100+
 Expected Attendance of Cal State LA Students: 100+

Event Description and Total Cost Breakdown

Briefly describe the event:

Mixer with previous, current and prospective members on August 28 2018
 Presentation of new CDA officers and plans for fall CDA program

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

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

Offer new prospective members and existing members info on CDA & possibility of acquiring items that will promote CDA & Cal State LA throughout the event and in the future

Hospitality

Description	Amount
Pizza	\$273.00
Snacks	\$77.94
Beverages	\$94.04

Honoraria/Contracts

Description	Amount
N/A	

Marketing

Description	Amount
Flyers	\$25.00
T-shirts, hoodies, caps, tote bags	\$1,997.10

Other

Description	Amount
Gloves, cups, plates	\$42.22

Event Summary

Total Cost of Event: \$2,509.30
 Amount Requested from A.S.I.: \$1,997.10
 Amount from other sources: \$512.20

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.

What other resources are you employing for this event?

CDA account & upcoming membership dues

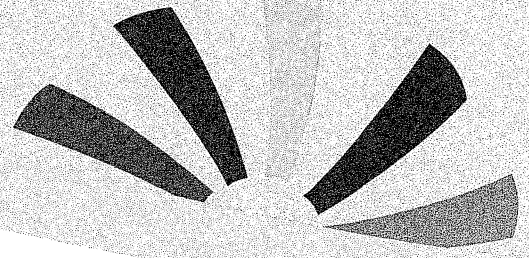
All forms must have a Time Stamp and

staff initial: DN

18 AUG 15 PM 3:23:32

18 AUG 15 PM 3:04:10

updated S.K.



CDA MIXER

ALL CAL STATE LA STUDENTS, AND CDA
CURRENT AND NEW MEMBERS, ARE INVITED TO
KICK OFF TOGETHER THE NEW FALL SEMESTER.

* GET TO KNOW YOUR CDA OFFICERS AND
FELLOW MEMBERS.

There will be a presentation of the fall 2018 CDA and
a review of some upcoming events...

Snacks and beverages will be offered.

Tuesday August 28, 2018, 2 to 4 p.m.

Student Union Bldg—3rd Floor

Los Angeles Rooms A, B, C

MEMBERSHIP FEES PER SEMESTER:

Early: \$10.00

Late: \$15.00



Questions?

cda.csula@gmail.com

PRE-SALE OF CDA ARTICLES—ALL ITEMS WILL BE SOLD AT DISCOUNT



ASSOCIATED STUDENTS, INC.

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

The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA.

Update

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: Child Development Association - CDA

PHONE: [REDACTED]

DATE: 7/10/18

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: Child Development Association Mixer

LOCATION: LA rooms A, B & C

EVENT DATE: ~~08/30/2018~~ BEGIN TIME: 2:00pm

END TIME: 4:00pm

ESTIMATED ATTENDANCE: 100+

8/28/18 11:00

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):

First meeting of CDA members and guests from other Cal State LA Organizations

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 per applied permit

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 JUN 27 2018
 CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY
STUDENT UNION

JR @ 3:44pm

MEETING ROOM 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: Child Development Association - CDA
 Phone Number: [REDACTED]
 Date of Event*: 8/28/18

Reservation Contact: [REDACTED]
 Email: [REDACTED]
 Title of Event: Child Development Association Mixer

Access Start Time: 1:30pm Event Start Time: 2:00pm Event End Time: 4:00pm Access End time: 4:30pm

Event Contact: [REDACTED] Phone Number: [REDACTED]
 Faculty/Staff Advisors Name: Celina Benavides Extension: 323-343-4594

If you represent an off campus organization, please provide your billing address:
 Street Address: _____

City/State/Zip Code: _____

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes If YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).
 No If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

VENT INFORMATION

Please check YES or NO to the following statements regarding event details: (Additional fees may apply)

- Registration, admission fees, or donations are being accepted: YES NO If so, please specify amount: \$ membership fees \$10/person
- 51% or more guests/participants will be from off-campus: YES NO
- There will be a 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? Purchased at Costco per applied permit
- This event is directly 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 If so specify: _____
- 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: CDA banner
- This event will include filming or recording: YES NO If so, please specify: Private pics for CDA pamphlets
- The media will be notified about the event (newspapers, television, radio stations etc.): YES NO If so, specify: _____
- 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 U-SU or on-campus department: YES NO If so, specify: CCC CSI Other: _____

VENT LOCATION ** Indicates Multi-Media Room (See back for details)

- U-SU Theatre 106**
- Boardroom South 303A
- Boardroom North 303B**
- Boardroom North & South 303**
- Alhambra Room 305**
- Pasadena Room 307
- Los Angeles Room 308ABC**
- Los Angeles Room 308BC**
- Los Angeles Room 308A**
- Los Angeles Room 308B**
- Los Angeles Room 308C**
- Montebello Room 309
- El Monte Room 311
- San Gabriel Room 313**

PREFERRED ROOM SET UP

- Theatre Style
- Banquet Style
- Reception Style
- Conference Style
- Classroom Style
- Discussion Circle

Expected Attendance Setup Count: 100
 Specialized (For specialized setups, sponsors will need to meet with a coordinator for more details.)

ADDITIONAL EQUIPMENT - For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers Riser Staging Easel (up to 4) _____ Tables 5 Chairs 100 Cocktail Tables _____

NOTES: 2 table for food

Requestor's Signature: [Signature] Date: 7/10/18

Before you sign, please review your information at the front/back of this page to ensure accuracy.

Update

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NAME OF ORGANIZATION: Child Development Association - CDA PHONE: [REDACTED] DATE: 7/10/18

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: Child Development Association Mixer LOCATION: LA rooms A, B & C

EVENT DATE: ~~08/30/2018~~ 8/28/18 BEGIN TIME: 2:00pm END TIME: 4:00pm 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):

First meeting of CDA members and guests from other Cal State LA Organizations

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 per applied permit

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 the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would 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.

N/A

PRESIDENT:

[Redacted]

SIGNATURE:

[Signature]

DATE:

7/10/18

TREASURER:

[Redacted]

SIGNATURE:

[Signature]

DATE:

7/26/18

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:

7/10/18

ADVISOR'S NAME

[Redacted]

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

[Signature]

DATE:

7/27/18

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:

~~date changed to 8/27 (CS)~~
date changed to 8/28 (CS)

08/28/2018
08/27/2018
AS

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT



Date of Event: 08/28/2018 Estimated Attendance: 150
Name of Event: Child Development Association Mixer
Type of Event: Meeting of members and guests Location: On campus (applied for LA Rooms A, B & C)
Sponsoring Organization: Cal State LA - CDA
Authorized Representative: Ruby Myers, CDA President Phone: (213) 278-8460 Fax: _____

Time:
Access Time: 1:30 pm a.m./p.m. to 4:30 pm a.m./p.m.
Event Time: 2:00 pm a.m./p.m. to 4:00 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: Chips, Salsa, Dips, beverages from Costco

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) prepared (include ingredients), use back of page if necessary. Chips, salsa, Dip, Pizza

REVISED

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]?
Costco 3560 W. Century Blvd, Inglewood CA 90303

List all beverages to be sold/served: Bottled water, sodas and juice

Where will beverages be prepared or purchased? Purchased

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

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] [Redacted] Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (Student Organizations Only) [Signature] 9/24/18 Date

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature] 7/27/18 Date

4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] 18-442 Permit No. 7/27/18 Date

RECEIVED

Information and Event Services
 5154 State University Drive
 Room 107
 Los Angeles CA 90032
 323.343.2465 / 323.343.2454

Reservation Confirmation

Sponsor

Child Development Association
 5154 State University Drive
 Los Angeles, CA 90032

Reservation:

12553

Event Name: Child Development Association Mixer
 Status: Confirmed
 Phone: 213.278.8460
 Email Address: csula.cda.pres@gmail.com

Bookings / Details

Quantity

Payment (via cash, check, or purchase order) is required at least ten (10) business days before the event date. Please make checks payable to the University-Student Union at CSULA.

Reservations are tentative until all applicable fees have been paid. Failure to submit payment by the deadline specified above can result in the cancellation of the reservation.

Appointment Date _____
 Appointment Date _____

Met with Event Services: _____
 Met with Media Services: _____

Food Permit

For events not catered by UAS-Food Services (GEH), an approved Temporary Food Permit is required.
 For events catered by UAS-Food Services, please provide a copy of the Banquet Event Order (BEO) provided to you.

Will food be served?

YES

Who is providing it?

Off Campus Entity

Tuesday, August 28, 2018

1:30 PM - 4:30 PM Child Development Association Mixer (Confirmed) U-SU Los Angeles Room ABC - 308ABC

Theater for 100

Room Charge: 1

Event Services:

Los Angeles Room Chairs 100

30 inch Interior Table 2

Event Services Setup Notes:

place 2 tables on VCT

Media Services - Conference:

Multimedia Podium - Los Angeles B (MPLB) 1

Laptop Presentation: VGA Video Connection

Laptop Presentation: 3.5 mm Sound Connection

Wireless Microphones: Wireless Hand-held Microphone: A

Laptop Display Adapter: HDMI

Laptop Display Adapter: MAC-Mini DisplayPort

GENERAL STATEMENT AND GUIDELINES

Scheduling of all University-Student Union (U-SU) facilities and equipment is arranged through the Information and Event Services Office.

Bookings / Details

Quantity

Prior event charges for the U-SU and University facilities must be paid in full before any subsequent facility usage by the same group will be approved.

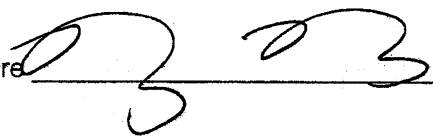
If applicable, an estimate of charges will be printed on the reservation confirmation at the time the reservation is made. Potential charges include the room rental, staff/personnel, extended hours, cleaning, AV equipment and linen fees. Final charges may be significantly different than the original estimate depending on the scope of the event. *If payment is made by check and the check is not honored, a \$25.00 service charge will be assessed. The original charges and the service fee must then be paid with cash, money order, or cashier's check.*

Cal State LA will be a smoke and tobacco free campus. "Smoke Free" means the use of cigarettes, pipes, cigars, and other "smoke" emanating products including e-cigarettes, vapor devices and other like products are prohibited on all University properties. "Tobacco Free" means the use of cigarettes, pipes, cigars, smokeless tobacco, snuffs, and other tobacco products are prohibited on all University properties.

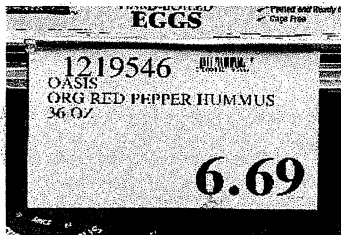
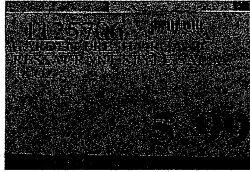
The policies and procedures of the University- Student Union are hereby incorporated and made part of this agreement. It is the responsibility of the event sponsor to inform the guests and performers of these policies and procedures and ensure compliance.

The vendor/sponsor agrees to indemnify and hold harmless the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers against any and all losses and expenses including attorney's fees and costs or claims for injury or damages by reason of liability imposed or claimed to be imposed by law upon the vendor/sponsor for damage because of bodily injuries, including death at any consequence of the performance of the performance of the terms of this agreement.

Your signature bellow represents acceptance of this agreement. I as a representative of the above the above stated sponsor agree to abide by the policies of the University- Student Union, and all applicable University-Student Union laws and regulations.

Reservation Contact's Signature  Date 7/27/18

CDA MIXER - COSTCO PRICES



2-Day Delivery

Medline Clear-Touch Food Prep Poly Gloves, One Size Fits Most, 2000-count

Item: 1146270

Your Price **\$12.49**

Delivery Fee ● \$3.00

Price Per EACH: \$0.01

2 Business Day Delivery When Ordered by 12pm
No Separate Delivery Fee With Orders Of \$75 Or More

May Be Available In-Warehouse ●

Features

- Clear
- Complies with FDA 21 CFR 177
- Powder-Free
- Latex-Free

[Add to Cart](#)



LEOSUSA.COM
America's Screen Printers Since **1963**

August 15, 2018

To Whom It May Concern

For the pending order made by the Child Development Association at Cal State LA, the present is to certify that the apparel used is from sweatshop-free sources.

Thank you

Leo's Silkscreen Service

3120 East Pico Boulevard, Los Angeles, CA 90023



Child Development Order

Sales Manager <sales@leosusa.com>

Wed, Aug 15, 2018 at 1:47 PM

To: 

Here ya go.
[Quoted text hidden]



Sweatshop Free Letter.docx
23K



Child Development Association - Request for quote

Rick Bermejo <rick@leosusa.com>
[Redacted]

Thu, Aug 9, 2018 at 3:53 PM

Cc: Lovelin Descalso <lovelin@apparelunified.com>

Request for Quote
08/09/18**Contact Info:**
[Redacted]

Company/Organization: Child Development Association, Cal State LA

T-Shirt: \$4.97 each // \$238.56

SM: 7

MD: 20

LG: 15

XL: 6

Total: 48**V-Neck: \$6.72 each // \$483.84**

SM: 8

MD: 32

LG: 24

XL: 8

Total: 72**Pullover Hoodie: \$15.86 each // \$570.96**

SM: 5

MD: 15

LG: 10

XL: 6

Total: 36**Embroidered Dad Cap: \$12.50 each // \$375.00**

30 units

Tote Bags: \$3.88 each // \$151.32

39 units

Subtotal: \$1,819.68

9.75% sales tax: \$177.42

Total: \$1,997.10Let me know if you have any changes, questions or concerns.
A formal estimate will follow this email for office use.Thank you,
Rick Bermejo
[Quoted text hidden]

--

Rick T. Bermejo

Sales & Customer Support Manager