



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: Early Entrance Program
 Event Title: Costco Pizza Sale
 Date(s) of Event: 9/24/18 Semester Fall
 Location of Event: In front of King Hall
 Expected Total Attendance: 80
 Expected Attendance of Cal State LA Students: 80

Event Description and Total Cost Breakdown

Briefly describe the event:

This event is a fundraiser for our club to generate funds for our events and services to club members.

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

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

It will provide Cal State LA students with an affordable food choice for lunch.

Hospitality

Description	Amount
Combo Pizza	\$29.85
Cheese Pizza	\$49.75
Pepperoni Pizza	\$39.80
Soft Drinks	\$125.15 \$115.85

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Combo Pizza tax	\$2.84
Cheese Pizza tax	\$4.73
Pepperoni Pizza tax	\$3.78
Soft Drinks tax	\$11.02 \$11.01

Event Summary

Total Cost of Event: ~~\$225.12~~ \$257.61
 Amount Requested from A.S.I.: ~~\$225.12~~
 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:

SLK

10/26/2018 7:51:47

EEP CLUB

PIZZA SALE

Thursday, September 13
Monday, September 24

In front of King Hall.

11-2 PM

eepclub.org

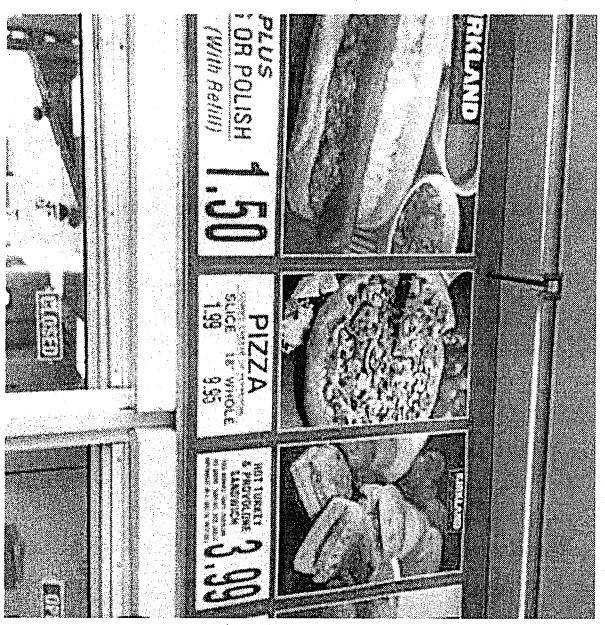


ASSOCIATED STUDENTS, INC.

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



Item	Unit Price	Quantity	Subtotal	Tax	Total
Combo	\$9.95	3	\$29.85	\$2.84	\$32.69
Cheese	\$9.95	5	\$49.75	\$4.73	\$54.48
Pepperoni	\$9.95	4	\$39.80	\$3.78	\$43.58
					\$130.74



Item	Unit Price	Quantity	Subtotal	Tax	Total
Pepsi	\$3.50	8	\$28.00	\$2.66	\$30.66
Sierra Mist	\$3.50	6	\$21.00	\$2.00	\$23.00
Diet Pepsi	\$3.50	4	\$14.00	\$1.33	\$15.33
Dr. Pepper	\$7.55	7	\$52.85	\$5.02	\$57.87
			\$115.85	\$11.01	\$126.86

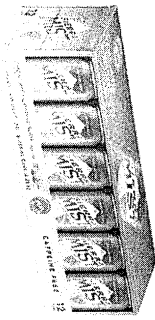
Sierra Mist Lemon Lime Soda, 12 Count, 12 fl oz Cans
 ***** 22 Locations **** Wal-Mart # 504227820

\$3.50 ~~\$4.44~~ \$0.03 / oz
 Free 2-day shipping on orders over \$35
 Arrives by Tue, Sep 4 8:00AM

Free pickup Thu, Sep 6
 Ships to Rosemead, 1827 Walnut Grove Ave CA91061

1 ☐ Add to Cart

* Sold & shipped by Wal-Mart



Diet Pepsi Cola 12 Fluid Ounces 12 Pack Aluminum Cans

***** 31 Locations **** Wal-Mart # 504227820

\$3.50 ~~\$4.44~~ \$0.03 / oz
 Free 2-day shipping on orders over \$35
 Arrives by Tue, Sep 4 8:00AM

Free pickup Thu, Sep 6
 Ships to Rosemead, 1827 Walnut Grove Ave CA91061

1 ☐ Add to Cart

* Sold & shipped by Wal-Mart



Pepsi Soda, 12 Fl Oz, 12 Count
 ***** 30 Locations **** Wal-Mart # 504227820

\$3.50 ~~\$4.44~~ \$0.03 / oz
 Free 2-day shipping on orders over \$35
 Arrives by Tue, Sep 4 8:00AM

Free pickup today
 In stock at Duarte, 1600 Mountain Ave CA91010

1 ☐ Add to Cart

* Sold & shipped by Wal-Mart

Dr Pepper, 12 fl oz, 12 pack

***** 31 Locations **** Wal-Mart # 504227820

\$7.55 ~~\$8.88~~ \$0.06 / oz
 Free pickup today
 In stock at Duarte, 1600 Mountain Ave CA91010

Shipping not available

1 ☐ Add to Cart

* Sold by Wal-Mart



Pepsi Made with Real Sugar, 12 fl oz Cans, 12 Count

[29 reviews](#) Walmart # 564252941

ROLLBACK



1 of 4

\$3.50 ~~\$5.68~~ \$0.03 / oz

Qty:

1 ▼

Add to Cart

Free 2-day shipping on orders over \$35Arrives within 2 days [Options](#)**Free pickup today****In stock** at Downey, 9001 Apollo Way [Options](#)✱ Sold & shipped by [Walmart](#)☰ [Add to List](#)📺 [Add to Registry](#)🗨 [Tell us if something is incorrect](#)

Feedback

[Shop now](#)



Search



Sierra Mist Lemon Lime Soda, 12 Count, 12 fl oz Cans

[22 reviews](#)

Walmart # 564252916

ROLLBACK



1 of 3

\$3.50 ~~\$5.68~~ \$0.03 / oz

Qty:

1



Add to Cart

Free 2-day shipping on orders over \$35Arrives by Tue, Sep 4 [Options](#)**Free pickup Wed, Sep 5**Ships to Rosemead, 1827 Walnut Grove Ave [Options](#)Sold & shipped by [Walmart](#)[Add to List](#)[Add to Registry](#)[Tell us if something is incorrect](#)

Feedback

Customers also considered

Diet Pepsi Cola 12 Fluid Ounces 12 Pack Aluminum Cans

[Write a review](#) Walmart # 569649064

NEW






1 of 3

\$3.50 \$87.50 / fl oz

Qty:

1 ▼

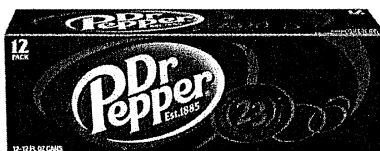
[Add to Cart](#)**Free 2-day shipping** on orders over \$35Arrives within 2 days [Options](#)**Free pickup**Ships to Rosemead, 1827 Walnut Grove Ave [Options](#)✱ Sold & shipped by [Walmart](#) [Add to List](#) [Add to Registry](#) [Tell us if something is incorrect](#)

Feedback

[Shop now](#)

Advertisement

Dr Pepper, 12 fl oz, 12 pack

[311 reviews](#) Walmart # 555351699

1 of 5

\$7.69 \$0.06 / fl oz

Qty:




1



Add to Cart

Free pickup today**In stock** at Downey, 9001 Apollo Way [Options](#)

Shipping not available

* Sold by [Walmart](#) [Add to List](#) [Add to Registry](#)**0 other sellers from \$16.01****\$16.01 + Free shipping**Sold & shipped by [S and K Wholesale, LLC](#)[Compare all 1 sellers](#)[Feedback](#) [Tell us if something is incorrect](#)



PIZZA

COMBO, CHEESE OR PEPPERONI

SLICE	18" WHOLE
1.99	9.95

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



RECEIVED
WB 8/30/18



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: Early Entrance Program Club

PHONE: [REDACTED]

DATE: 9/24/18

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: Pizza Fundraiser

LOCATION: In front of King Hall

EVENT DATE:

BEGIN TIME: 11:00

END TIME: 2:00

ESTIMATED ATTENDANCE: 80

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):

A pizza sale in front of King Hall.

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: Pizza will be bought

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 JL

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.

\$2.00 per pizza slice.

PRESIDENT

SIGNATURE:

Chris Koo

DATE:

8/30/18

TREASURER

SIGNATURE:

John Lillis

DATE:

8/30/18

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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

ADVISOR'S NAME

John Lillis
Stella

8/30/18

8/30/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

Ces Band

9.4.18

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:

COMPLETED

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 8/24/18 Estimated Attendance: 80

Name of Event: Pizza Fundraiser

Type of Event: Food Sale Location: In front of King Hall

Sponsoring Organization: Early Entrance Program Club

Authorized Representative: [Redacted] Phone: (323) 388-7464 Fax:

Time:

Access Time: 10:30 am a.m./p.m. to 11:00 am a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 2:00 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. Cheese pizza, pepperoni pizza, combo pizza

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco Wholesale, 2207 W Commonwealth Ave, Alhambra, CA 91803

List all beverages to be sold/served: Pepsi, Sprite, Dr. Pepper, Diet Pepsi

Where will beverages be prepared or purchased? Walmart, 827 Walnut Grove Ave, Rosemead, CA 91770

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

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: John Lillis Authorized Representative to be present at event: [Redacted]

2. Center for Student Involvement (UU 204) (Student Organizations Only): [Signature] Date: 8/30/18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 8/20/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No.: 18-536 Date: 8/30/18

