

ASJ Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

- Necessary Documents:**
- Event Flyer w/ ASI 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: Alpha Tau Delta

Event Title: Fall Initiation Ceremony

Date(s) of Event: 11/07/2018 Semester Fall

Location of Event: Los Angeles Room B+C

Expected Total Attendance: _____ 60

Expected Attendance of Cal State LA Students: _____ 55

Event Description and Total Cost Breakdown

Briefly describe the event:

Fall initiation is an event where we induct new members into the nursing honor society of Alpha Tau Delta. Invitation is given upon acceptance into CSULA's nursing program. Food will be served and members will be allowed to meet one another from all 3 nursing class cohorts.

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

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

This event allows both CSULA pre-nursing and enrolled nursing students to see the community work nurses do outside of the hospital setting. All are welcome to see what the nursing profession is like.

Hospitality

Description	Amount
Mix Asian Platter x3	\$124.80

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$124.80

Amount Requested from ASI: \$124.80

Amount from other sources: _____

What other resources are you employing for this event?

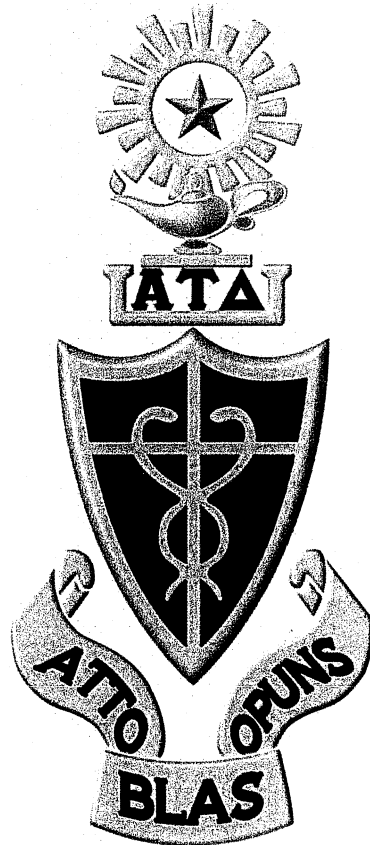
For Office Use Only • Do Not Write Below

- 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: **SK**

LN

18 OCT 25 11:34 AM



NOV 7TH, 2018
ATD INITIATION
CEREMONY

Hello, everyone!

You are hereby invited to the Fall 2017 initiation ceremony honoring the new members of the nursing honor society Alpha Tau Delta. All are welcome to attend and celebrate with us!

EVENT
DETAILS:

EVENT WILL
BE HELD IN:
THE U-SU
LOS ANGELES
ROOM BC

TIME:
6:00-9:00 PM
Doors at:
6:00 PM

ATTIRE:
BUSINESS
CASUAL

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: Alpha Tau Delta PHONE: [REDACTED] DATE: 10/08/2018
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Alpha Tau Delta Fall Initiation Ceremony LOCATION: Los Angeles Room B+C
 EVENT DATE: 11/07/2018 BEGIN TIME: 6:00PM END TIME: 9:00PM ESTIMATED ATTENDANCE: 60

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: Initiation Ceremony SPEAKER/PANEL

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

SPORTS ACTIVITY OR COMPETITION BEACH/FOREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BONFIRE INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 AMPLIFIED SOUND ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Initiation ceremony is the event that welcomes newly accepted nursing students into the profession by inviting them to the Alpha Tau Delta nursing honor society. Members will be invited verbally on stage and are sworn into the Alpha Tau Delta honor society by the chapter presidents. Food will be served for the incoming members and ongoing members that wish to attend the ceremony.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: Alpha Tau Delta - Phi Chapter Facebook page OTHER: [REDACTED]

WHO WILL BE 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 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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Lee's Sandwiches

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 [REDACTED] PLEASE LIST 2 TIPS and SVPT 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.

RECEIVED

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.**

[Redacted Signature Area]

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
TREASURER: _____ SIGNATURE: _____ DATE: _____
U-SU STUDENT ORGANIZATION ACCOUNT #: _____ or APPROVED EXEMPT STATUS: CSI VERIFICATION

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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.

PUBLICITY: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.

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: 10/8/2018
ADVISOR'S NAME _____ Darlene Trovachina _____ 10/8/2018

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: 10/9/18
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:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____
<input type="checkbox"/> OTHER: _____	DATE: _____	<input type="checkbox"/> U-SU BUSINESS OFFICE	DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 11/07/2018 Estimated Attendance: 60

Name of Event: Alpha Tau Delta Fall Initiation Ceremony

Type of Event: Initiation Ceremony/Banquet Location: Los Angeles Room B+C

Sponsoring Organization: Alpha Tau Delta

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

Time:
Access Time: 6:00 pm a.m./p.m. to 6:30 pm a.m./p.m.
Event Time: 6:30 pm a.m./p.m. to 9:00 pm a.m./p.m.

500 N. Atlantic Blvd #170
Monterey Park, CA 91574

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: Initiation ceremony

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. Lee's Sandwiches Platter: Combination, Special Combination, Port Roll, Grilled Chicken, Grilled Pork, BBQ pork, Vegetarian

Fruit Platter from Lee's Sandwiches

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

List all beverages to be sold/served: Simply Pink Lemonade and Water Bottles

Where will beverages be prepared or purchased? Beverages bought at Ralphs

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

Sandwiches will be individually wrapped and placed in a catering plate given by Lee's Sanwiches

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.

Darlene Amoshead [Redacted]
1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

[Signature] 10.1.18
2. Center for Student Involvement (UU 204) (Student Organizations Only) Date

[Signature] 10/3/18
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date

[Signature] 18-704 10/3/18
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date

---ADVANCE RECEIPT---

Monterey Park
500 N. Atlantic Blvd., Suite 170,
Monterey Park, CA 91754, USA
(626) 457-8188
Sun-Thurs: 10:00AM - 8:00PM
Fri-Sat: 10:00AM - 10:00PM

ORDER NO. : #65

Order Date : 10/16/2018 3:20 PM

Pickup Date: 11/7/2018 4:15 PM

CASHIER : Kevin Bui

Customer : Mark

Phone : (818) 795-6365

1 Mix Asian Platter A	37.99	T
1 Mix Asian Platter A	37.99	T
1 Mix Asian Platter A	37.99	T

SUBTOTAL	113.97
TAX	10.83
TOTAL	124.80
NUMBER OF ITEMS	3

Thank You for Choosing
Monterey Park
Please Come Again!

Printing Date: 10/16/2018 3:20 PM
*** NOT PAYMENT YET ***

LEE*S COFFEE ROASTERY
Grand Opening Celebration
August 8th, 2017 @ 8 AM
9261 Bolsa Avenue,
Westminster, CA 92683
Phone: 714-901-5788

We ship nationwide @LeesCoffee.com
Call (800) 640-8880 for more info

ALL RETURNS & EXCHANGES
must be accompanied by a valid
sales receipt (proof of purchases)

APPETIZERS

Hot Wings 125 CAL.
 Chicken Nuggets 210 CAL.
 Pork & Shrimp Egg Rolls 350 - 1400 CAL.
 Chicken Egg Rolls 350-1400 CAL.
 Veggie Egg Rolls 350-1400 CAL.
 Pork & Shrimp Spring Rolls 140 CAL.
 Shredded Pork Rolls 120 CAL.
 Summer Rolls
 Veggie Rolls 150 CAL.



PASTRIES

Baguette (Large/Small) 900 CAL.
 Butter Croissant (Large/Small)
 Chicken Pate Chaud (Large/Small) 120-330 CAL.
 Pork Pate Chaud (Large/Small) 130-330 CAL.
 Coconut/Raisin Croissant 140 CAL.
 Ham & Cheese Croissant 760 CAL.
 French Creamy Baguette
 Beignets 270 CAL.
 Hollow Donut 270 CAL.
 Hawaiian Roll 110 CAL.
 Sesame Ball with Mung Bean 210 CAL.
 Sesame Ball with Red Bean 210 CAL.
 Coconut Waffle 190 CAL.
 Butter Toasted Baguette 130-150 CAL.
 Garlic Toasted Baguette 130-150 CAL.
 Almond Croissant 760 CAL.
 French Horn
 Muffin
 Danish



Deli Manjoo Cake

Gift Box (24 pieces) 840 CAL.
 Handy Box (20 pieces) 700 CAL.
 Bag (4 pieces) 140 CAL.

VERMICELLI - BÚN

Choose any item(s).

Grilled Pork 710 CAL.
 Grilled Chicken 560 CAL.
 Chicken Egg Roll
 Pork & Shrimp Roll
 Veggie Egg Roll
 Shredded Pork 600 CAL.
 Vegetarian Mix



LEE'S GOURMET COFFEE

250-720 CAL.

Lee's Coffee
 Cà Phê Sữa Đá - Iced Latte
 (Original, Vanilla, Triple Shot)
 Hot Lee's Coffee
 Cà Phê Sữa Nóng - Hot Latte
 (Original, Vanilla, Triple Shot)
 Hot Filtered Coffee
 Cà Phê Đen Nóng
 Iced Coffee Mocha
 Cà Phê Mocha Đá
 Hot Coffee Mocha
 Cà Phê Mocha Nóng

Americano Blend

Iced Americano
 Iced Latte Americano



POUROVER COFFEE

250-520 CAL.

New Orleans
 Parisian



HOT DRINKS

90-410 CAL.

Green Tea
 Honey Chrysanthemum Tea
 Honey Citrus Tea

Hot Chocolate
 Lipton Tea
 Soy Bean Milk

CONCENTRATE

300-350 CAL.

16 OZ Café Latte Concentrate
 (Original, Vanilla, Triple Shot)
 16 OZ Thai Tea Concentrate



LEE'S MACARON

Blueberry
 Chocolate
 Coconut
 Coffee
 Cranberry

Matcha Green Tea
 Hazelnut
 Lemon
 Mocha
 Pineapple

Pistachio
 Raspberry
 Strawberry
 Vanilla.



FRAPPÉ CAPPUCCINO

250-720 CAL.

Caramel Latte
 Green Tea
 Mocha



ITALIAN SODA

270-590 CAL.

Banana
 Mango
 Pineapple
 Cherry
 Passion Fruit
 Raspberry

Coconut
 Peach
 Strawberry
 Watermelon

SMOOTHIES

380-7080 CAL.

Lee's Coffee
 Mocha
 Thai Tea
 Avocado
 Banana
 Durian
 Strawberry
 Cantaloupe

Pineapple
 Raspberry
 Soursop
 Taro
 Watermelon
 Orange Strawberry/Banana



Coconut
 Green Bean
 Honeydew
 Jackfruit
 Orange Banana
 Lychee
 Mango
 Papaya
 Passion Fruit
 Caramel

Extras:

Whipped Cream
 Coffee Jelly

Tapioca Pearl
 Passion Fruit Jelly

Grass Jelly

ICED DRINKS

90-410 CAL.

Thai Iced Tea
 Honeydew
 Strawberry
 Honey Chrysanthemum Tea
 Lipton Iced Tea
 Mint Milk Grass Jelly

Green Tea
 Taro
 Passion Fruit
 Pennyworth
 Soy Bean Milk
 Mint Milk
 Lychee Drink

PARTY PLATTERS

Each option has specific sandwiches to choose from

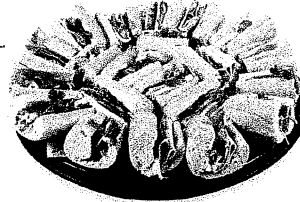
ASIAN STYLE

28 SANDWICHES on approx. 2.5" BAGUETTES

Includes: House Pickle (Daikon & Carrot), Onion, Jalapeno, Cilantro, House Mayonnaise, Salt & Pepper, Soy Sauce

OPTION A

Lee's Combination 173 CAL.
 Grilled Chicken ** 165 CAL.
 Grilled Pork ** 178 CAL.
 B.B.Q. Pork 173 CAL.
 Cured Pork 215 CAL.
 Pork Roll 200 CAL.
 Pâté 193 CAL.



OPTION B

Shredded Pork ** 150 CAL.
 Cured Pork & Pork Roll 208 CAL.
 Jambon & Pork Roll 188 CAL.
 Cured Pork & Pâté 225 CAL.
 Pork Roll & Pâté 210 CAL.
 ** Soy Sauce not included

OPTION C

225 CAL. Special Combination
 140 CAL. Vegetarian

EUROPEAN STYLE

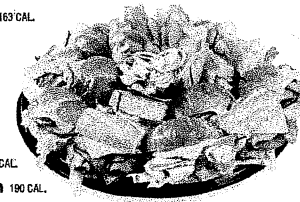
24 SANDWICHES on approx. 2.5" BAGUETTES
 or 12 SMALL CROISSANTS

Includes: Mayonnaise, Lettuce, Tomato
 Cheese: American / Swiss / Provolone
 On The Side: Pickle, Pepperoncini, Red Onion & Mustard

OPTION D

Ham & Cheese 168 CAL.
 Turkey & Cheese 158 CAL.
 Salami & Cheese 115 CAL.
 Ham, Turkey & Cheese 163 CAL.
 Teriyaki Chicken* 178 CAL.

210 CAL. Bacon, Lettuce & Tomato*
 133 CAL. Jambon & Cheese
 170 CAL. Jambon, Pâté & Cheese
 183 CAL. Turkey, Salami & Cheese



OPTION E

Veggie Avocado 263 CAL.
 Tuna Almond* 168 CAL.
 Roast Beef & Cheese 178 CAL.
 Turkey Club with Bacon 190 CAL.
 Turkey, Roast Beef & Cheese 135 CAL.
 Ham, Turkey, Salami & Cheese 190 CAL.
 Lee's Club Ham, turkey, roast beef & cheese 168 CAL.
 Teriyaki Chicken with Bacon* 215 CAL.

* Cheese not included

(Party Platters also available for
 APPETIZERS and PASTRIES)