

ASI 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: Chemistry & Biochemistry Club
 Event Title: Chemistry Club
 Date(s) of Event: 10/22 Semester Fall 2018
 Location of Event: Outside La Kretz Hall
 Expected Total Attendance: 100
 Expected Attendance of Cal State LA Students: 75

Event Description and Total Cost Breakdown

Briefly describe the event:

These series of events will host a week-long fair of speakers and educational activities for children with the given theme of "Chemistry is Out of This World."

Is the event open to all Cal State LA students? yes

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

This will raise awareness for Chemistry Week by exposing students to different aspects and careers in Chemistry. Students will have a chance to network as well as participate in outreach for children.

Hospitality

Description	Amount
Ice Cream	\$81.00

Honoraria/Contracts

Description	Amount
Speakers will not be paid.	

Marketing

Description	Amount

Other

Description	Amount
Rocket Material	\$36.95

Event Summary

Total Cost of Event: \$117.95
 Amount Requested from ASI: \$3,000.00
 Amount from other sources: \$0.00

What other resources are you employing for this event?

No other resources.

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

18 SEP 27 PM 6:00:53

The Chemistry & Biochemistry Club presents
NATIONAL CHEMISTRY WEEK 2018!

CHEMISTRY is out of this world

October 21-27, 2018

SUNDAY, October 21st Noon-3pm

La Kretz Hall, lobby, bring your space-themed decorations and join us! Pizza will be provided!

MONDAY, October 22nd at 1:00pm

Main Walkway in front of the Lloyd Ferguson Courtyard
Grand Kick-Off! We will be launching rockets and giving away Fosselman's ice cream. Don't miss the countdown at 1pm!

TUESDAY, October 23rd at 12 NOON

BIOS 334 Department Seminar, Dr. Joshua Robinson, Penn State University, Synthesis of Two-Dimensional Materials. Free giveaways and lunch provided!

WEDNESDAY, October 24th 11-12:30PM

Golden Eagle Ballroom, Dr. Laurie Barge, JPL, Self-organizing chemical systems, the emergence of life on early Earth, hydrothermal vents and mineral-organic chemistry, and investigating habitability on other worlds! Includes a live demonstration with hands-on activity immediately following.

THURSDAY, October 25th 11-2PM

Lloyd Ferguson Courtyard, Science "Fair" with hands-on activities at different booths for children of all ages!

FRIDAY, October 26th 2-4pm

King Hall Lecture Hall 2, MORE Programs Seminar, Dr. Jillian Clinton, Postdoctoral Fellow, Laboratory of Dr. Harry Gray, Department of Chemistry and Chemical Engineering, Caltech. Water generation by electrochemical CO₂ reduction for future Mars missions. La Kretz Lobby, closing ceremony immediately following. Join us for cake and raffle prizes!

For information: chemcsula@gmail.com

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: Chemistry and Biochemistry Club PHONE: [REDACTED] DATE: 1/17/18
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: National Chemistry Week Kick-off LOCATION: Outside La Kioz
EVENT DATE: 1/22/18 BEGIN TIME: 10:00 AM END TIME: 2:00 PM ESTIMATED ATTENDANCE: 30

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: [REDACTED] ☐ 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):

Kicking off National Chemistry Week at CSULA by launching some homemade rockets (bottle, vinegar, and baking soda) and handing out Fosselman's Ice Cream

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

- ☐ PRINTED POSTCARDS ☒ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: csulachemclub ☐ OTHER: [REDACTED]
INCLUDE SITE & HANDLE

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 ORGAZNIZATION?

(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: Fosselman's Ice Cream

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

If so, please affirm organization members and guests will not consume alcohol.

Initials [REDACTED]

PLEASE LIST 2 TIPS and SVPT 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 damages 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.**

NA

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: 9/17/18
TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: 9/17/18
U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or ☒ APPROVED EXEMPT STATUS: CSI VERIFICATION [REDACTED]

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 [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) [REDACTED] DATE: 9/17/18
ADVISOR'S NAME [REDACTED] [REDACTED] 9-17-18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: [REDACTED]

DATE: 9/18/18

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: 10/25/2018 Estimated Attendance: 50

Name of Event: National Chemistry Week Kick Off

Type of Event: Educational/Social Location: Outside La Kretz

Sponsoring Organization: Chemistry and Biochemistry Club

Authorized Representative: [REDACTED] Phone: [REDACTED] Fax: [REDACTED]

Time:

Access Time: 1:00 pm a.m./p.m. to 2:00 pm a.m./p.m.

Event Time: 1:00 pm 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: Ice Cream

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. Ice Cream (HAND-OUT ICE CREAM SCOOPED IN CUPS)

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

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? COSTCO 2207 W COMMONWEALTH AVE ALHAMBRA, CA

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: 91803

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

Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (Student Organizations Only)

Date

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)

Date

4. Environmental Health & Safety (Corporate Yard Bldg. 244)

Permit No.

Date

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Permit No.

Date

National Chemistry Week Budget Plan (ASI Funding Request)

Monday (10/22): [Total: \$117.95]

Fosselman's Ice Cream: \$41/3 gallon Ice Cream *2 = **\$81**

Rocket Material (Estes Tandem-X Flying Model Rocket Launch Set) : **\$36.95** (Amazon)

Wednesday (10/24): [Total: \$909.69]

UAS Banquet Order Form: **\$494.53**

Demo Materials:

-Sodium Silicate Solution: **\$47.75**

-100 g Ferric Chloride Hexahydrate: **\$101.59**

-Test tubes: **\$177.77**

-Extra Small Gloves (3 boxes): **\$88.05**

Thursday (10/25): [Total: \$727.65]

Tables: \$ 7.00 x 10= **\$70.00** (Magic Jumper Rentals)

Games:

-Stomp Rocket + refills: \$21.00+\$7.00= **\$28.00** (Amazon)

-Saturn rings basketball: **\$120** (Magic Jumper Rentals)

-Bean bag toss: **\$119.99** (Amazon)

-Can Throw/Smash: Cans + Ball

-Giant Jenga: **\$79.99** (Amazon)

-Galaxy Golf Carnival Game: **\$29.00** (Magic Jumper Rentals)

Demos:

-Vinegar:\$5.69 (2 Gallons) X 5 = **\$28.45** (Costco)

-Baking Soda: \$7.49 (13.5 lbs) X 2= **\$14.98** (Costco)

-Slime:

- Tub of clear glue (2): **\$39.98** (Amazon)

- Tub of white glue (2): **\$22.56** (Amazon)

- little styrofoam stars: **\$7.99** (Amazon)

- glitter stars: **\$7.84** (Amazon)

Photo Background:

-Props: **\$9.99** (Amazon)

-Backdrop: **\$36.39 Backdrop Stand + \$32.49 Backdrop** (Amazon)

Educational Booth:

-Solar System Set Up: ~\$100 (Paper Mache)

Food:

-Popcorn kernels: ~\$51.16 (Costco/Sam's Club)

MISC: [Total: \$1,118.15]

Posters: \$312.50 (CSULA)

Gifts:

-Mugs: \$168.00 (VistaPrint)

Prizes:

-ACS \$461.68

Table Covers (2): \$21.98 (Amazon)

Giveaways (ASI Website):

-Six Flag Tickets: \$54

-Knott's Berry Farm: \$44

-AMC 4 Tickets: \$35.99

-Starbucks Gift Cards: \$10 x2= \$20





Total: 2,944.60

Looking for your rental items?
You have 1 item in your Rental Cart. To rent your item, you will need to go to your [Rental Cart](#).

Janielle, thank you for being a Prime member
Gift card can instantly upon approval for the Amazon.com Store Card

Current subtotal: \$471.17
Gift Card savings: -\$60.00
Cost after savings: \$411.17

Shopping Cart

	Elmer's Liquid School Glue, Great For Making Slime, White, Washable, 1 Gallon, 2 Count	Price	Quantity
In Stock		\$22.56	2
Prime member exclusive		10. Best Deal	
This is a gift Learn more		10	
Delete Save for later Compare with similar items			
	Elmer's Liquid School Glue, Premium Clear, Washable, 1 Gallon, 1 Count - Great For Making Slime	\$19.99	2
In Stock		10. Best Deal	
Prime member exclusive		10	
This is a gift Learn more			
Delete Save for later Compare with similar items			
	HUELE 15000PCS Shining Star Confetti Glitter Star Sequins for Crafts DIY Nail Art and Party Decoration, Holographic Silver(6MM)	\$7.84	1
Only 20 left in stock - order soon.		10. 4 Price Chan	
This is a gift Learn more		10	
Delete Save for later Compare with similar items			
	Foam Stars - 200-Piece Polystyrene Smooth Star Shaped Foam for Arts and Craft Use - DIY Modeling Crafts Ornaments and Decorations, White, 1.8 x 1.8 x 0.8 inches	\$7.99	1
In Stock		10. Best Deal	
This is a gift Learn more		10	
Delete Save for later Compare with similar items			
	Estes Tandem-X Flying Model Rocket Launch Set	\$36.95	1
In Stock		10. Best Deal	
This is a gift Learn more		10	
Delete Save for later Compare with similar items			
	Julius Studio Photo Video Studio 10 ft. Wide Cross Bar 7.4 ft. Tall Backdrop Stand Backdrop Support System Kit with Carry Bag, Photography Studio,	\$36.99	1
In Stock		10. Best Deal	
This is a gift Learn more		10	
Delete Save for later Compare with similar items			

Subtotal (16 item)
\$471.17


This order contains 1 gift

Proceed to checkout

or
Sign in to turn on Click & ordering.


Sponsored Products related to items in your cart


 Elmer's Liquid School Glue, Great For Making Slime, White, Washable, 1 Gallon, 2 Count
\$52.97
See all b

 Elmer's Liquid School Glue, Premium Clear, Washable, 1 Gallon, 1 Count - Great For Making Slime
\$19.99
See all b

 HUELE 15000PCS Shining Star Confetti Glitter Star Sequins for Crafts DIY Nail Art and Party Decoration, Holographic Silver(6MM)
\$7.84
See all b

 Foam Stars - 200-Piece Polystyrene Smooth Star Shaped Foam for Arts and Craft Use - DIY Modeling Crafts Ornaments and Decorations, White, 1.8 x 1.8 x 0.8 inches
\$7.99
See all b

 Estes Tandem-X Flying Model Rocket Launch Set
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 Julius Studio Photo Video Studio 10 ft. Wide Cross Bar 7.4 ft. Tall Backdrop Stand Backdrop Support System Kit with Carry Bag, Photography Studio,
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