

ASI Associated Students, Inc.

Funding Request Form

2018-19

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

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: Chi sigma Phi

Event Title: Krispy Kreme Donuts

Date(s) of Event: 11/08/18 Semester Fall

Location of Event: Main Campus walkway

Expected Total Attendance: _____ 30

Expected Attendance of Cal State LA Students: _____ 30

Event Description and Total Cost Breakdown

Briefly describe the event:

Chi sigma phi members will be selling original glazed krispy kreme donuts to students. One for one dollar and a dozen for ten dollars.

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

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

This fundraiser brings a different type of food to campus thus providing more variety to choose from for students. A snack that's on the go and for everyone's sweet tooth. Proceeds will benefit the members of Chi

Hospitality

Description	Amount
original glazed krispy kreme donuts	240

Honoraria/Contracts

Description	Amount
none	0

Marketing

Description	Amount
electronic flyer	0

Other

Description	Amount
none	

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: _____ 0

Amount Requested from ASI: _____ 240

Amount from other sources: _____ Sorority funds

What other resources are you employing for this event?

none

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 19 P 8:15:15

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: Chi Sigma Phi PHONE: [REDACTED] DATE: 12/11/18
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
 NAME OF EVENT: Krispy Kreme Donut Fundraiser LOCATION: main campus walk way
 EVENT DATE: 11/18 BEGIN TIME: 9:00am END TIME: 3:00pm ESTIMATED ATTENDANCE: 530

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: Fundraiser
 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):

We are selling Krispy Kreme Donuts & Original glazed donuts. One for a dollar & \$10 for a dozen.

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

- PRINTED POSTCARDS
 PRINTED POSTERS/FLIERS
 SOCIAL MEDIA: Instagram
INCLUDE SITE & HANDLE @chisigmaphi-csula
 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 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: Krispy Kreme Donuts

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 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.

\$1 for 1 donut \$1.17 for 12 donuts

PRESIDENT: [REDACTED] SIGNATURE: [Signature] DATE: 10/9/18
 TREASURER: [REDACTED] SIGNATURE: [Signature] DATE: 10/9/18
 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) [Signature] DATE: 10/11/18
 ADVISOR'S NAME [REDACTED] SIGNATURE [Signature] DATE: 10/11/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE [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:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____
 OTHER: _____ DATE: _____ 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: 11/8/18 Estimated Attendance: 230

Name of Event: Krispy Kreme Donut Fundraiser

Type of Event: Fundraiser Location: main campus walkway

Sponsoring Organization: Chi Sigma Phi

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

Time:

Access Time: 9 a.m./p.m. to 3 a.m./p.m.

Event Time: 9 a.m./p.m. to 3 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: Krispy Kreme Donuts

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. original Glaze krispy kreme Donuts

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? 4034 Crenshaw Blvd. Los Angeles Ca 90008

List all beverages to be sold/served: none

Where will beverages be prepared or purchased? none

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: All donuts will be kept in cardboard boxes

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]

2. Center for Student Involvement (UU 204) (Student Organizations Only) Date 10/1/18

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

4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. 18-712 Date 10/4/18

Chi Sigma Phi

KRISPY KREME

TIME: 9:00AM - SOLD OUT

MAIN CAMPUS WALK-WAY, IN FRONT OF THE BOOKSTORE

Limited

Quantity

ASU

ASSOCIATED STUDENTS, INC.

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

Top 5 Reasons to Choose KRISPY KREME FUNDRAISING

- 1 PROFITABLE**
Average 50 - 60%+ profit margins...many groups easily raise hundreds to thousands of dollars!
- 2 FAST**
As little as only 1 day to a week or two, start-to-finish... any time of year!
- 3 SIMPLE**
NO warehousing, free sales materials and forms, plus great support and advice from your preferred shop.
- 4 AFFORDABLE**
Your customers will appreciate the fact that your sale offers lower, more affordable price points.
- 5 IT'S DOUGHNUTS!**
Many customers tell us "it's so easy because they almost sell themselves!"



ONE MORE REASON

Your group can use this program multiple times during the same year to raise even more dough since Krispy Kreme is a popular treat any time.

CHART YOUR FUNDRAISING PROFITS

QUANTITY SOLD	ORIGINAL GLAZED® DOZENS	BOGO CARDS
50	\$300	\$500
100	\$600	\$1,000
200	\$1,200	\$2,000
300	\$1,800	\$3,000
400	\$2,400	\$4,000
500	\$3,000	\$5,000
600	\$3,600	\$6,000
1000	\$6,000	\$10,000

Using the suggested selling price for each product, your group has the opportunity to make profits suggested in the chart above.

Profit amounts exclude applicable tax or delivery charges, if any. Prices may vary in your market and are subject to change.

CUSTOMER SUCCESSSES

\$1800.00+ IN ONLY 1 DAY

"We picked up doughnuts on Saturday morning and had tables at 2 retail stores. 8 hours later, we had over \$1800.00 profit! Great!"
— C. Bunch

EXCEEDED GOAL BY 43%

"It was an easy fundraiser to organize. The pre-selling is nice so that our young and broke student chapter had no risk."
— K. Hawks

POLICE EXPLORERS "HOOKED UP" WITH DOUGH

"We had approximately 15 active explorers and 3 advisors selling. We set up our booth at a local store and sold all 600 dozen in 8 hours. We had positive energy flowing everywhere and used it to sell all boxes and left our town wanting more. Thank you Krispy Kreme!"
— L. Jaramillo

Customize YOUR FUNDRAISING

Select One Option or Any Combination

DOUGHNUTS

ORIGINAL GLAZED® DOZENS

YOUR COST	SELLING PRICE	PROFIT
\$6.00	\$12.00	\$6.00

CHOCOLATE ICED DOZENS

CHOCOLATE ICED WITH SPRINKLES DOZENS

YOUR COST	SELLING PRICE	PROFIT
\$7.00	\$14.00	\$7.00

BOGO CARDS

Valid for 10 FREE dozens – a GREAT value and a Fundraising exclusive! Each card has a value of over \$80.

With Card, your customers receive one dozen FREE Original Glazed® doughnuts with purchase of any dozen.

YOUR COST	SELLING PRICE
\$10.00	\$20.00

