Associated Students, Inc. **L**Funding Request Form

	 .		
Contact			
Officer Name			
Officer Title			
Address			
City/State/Zip			
Phone & Email			
Officer Signatur			

Organization

Necessary Documents: ☐ Event Flyer w/ ASI Logo ☐ CSI Event Reg. Form Estimates / Food Permits Event Estimates / Invoices

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in/Organization:	Early Entrance Program Club
abi Organizacioni.	

Event Title: Boba and Banh Mi Sale

Date(s) of Event: 11/29/18 Semester Fall

Location of Event: In front of King Hall

Expected Total Attendance:

Expected Attendance of Cal State LAStudents:

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 at lunch.

Hospitality Description Amount Boba Milk Tea \$87.50

Boba Thai Tea	\$87.50
Ham and meat loaf	\$59.50
BBQ Pork Loaf	\$59.50

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	oraria	/Con		Cts

Description	Amount

Marketing	
Description	Amount

Other

Description	ı Amount
Boba Milk Tea Tax	\$8.31
Boba Thai Tea Tax	\$8.31
Ham and Meat Loaf Tax	\$5.65
BBQ Pork Loaf	\$5.65

Event Summary

Total Cost of Event:

\$321.92

Amount Requested from ASI:

\$321.92

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: | 🐧 📉

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STUDENT ORGANIZATION EVENT REGISTRATION FORM

purchase Special Event Insurance for a particular event, please contact CSI.





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: DATE: 10/22/18
EVENT CONTACT NAME: EMAIL:
NAME OF EVENT: Bobayand Banii Mi Hundratser LOCATION: In front of King Hall
EVENT DATE: 11/29/18 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.) PROCEEDS TO BENEFIT
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):
Beha and banh mi fundraiser in front of King Hall
HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)
PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: NOLIDESTE & HANDLE OTHER:
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 biweekly email by the Center for Student Involvement. V 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
(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES
(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) WILL A MOVIE BE SHOWN? ✓ NO ☐ YES (If yes, please attach written proof of viewing rights.)
(If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) 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
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VILL 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: food will be bough 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 PLEASE LIST 2 TIPS and SVPT
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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.

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\$3 per boba.	\$4 per banh mi, and \$	5 per boba banh mi co	mbo.				
PRESIDENT:			SIG	NATURE: John Lilis	Digitally Date: 20	Agried by John (File) 18-10-22-09-28-43-07-00-	DATE: 10/22/18
TREASURER			SIG	NATURE: Christoph	eriKoo politik	eigned by Chipsopher (Ge 18:10:22:08:32:04:07/00	DATE: 4(0)/2/2/4/8
U-SU STUDENT	ORGANIZATION AC	COUNT 7		or	APPROVED EX	(EMPT STATUS:	CSI VERIFICATION
EVENT G	UIDELINES						
to comply wi	th any of the follow	rided for the benefit ing guidelines may r cilities. More informa	esult in disciplin	ary action taken	against the organ	ization includi	ng suspension of
CONDUCT:	The organization assurthe organization to dis	mes full responsibility for sciplinary action by the C	the conduct of part enter for Student In	icipants at the event volvement or Studer	. Any violation of Univ nt Conduct.	ersity policy may	subject the participants and/or
ALCOHOL:	alcoholic beverages Beverages form in a Approved alcohol co	ddition to this Event Re ensumption events and exual Violence Prevent	from the Universite gistration Form. If events held whe	ty. Your organizati Please allow at lea re alcohol is availa	on must complete a st 3 weeks for this fo ble (but will not be	nd submit a Re- orm to be reviev consumed) requ	quest to Serve Alcoholic
PUBLICITY:	All publicity material	must comply with Univ	versity Administra	tive Procedures Al	P P003 and AP P00	7. All printed ma	arketing to be used for
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CALIFORNIA STATE UNIVERSITY, LOS ANGELES TEMPORARY FOOD FACILITY PERMIT



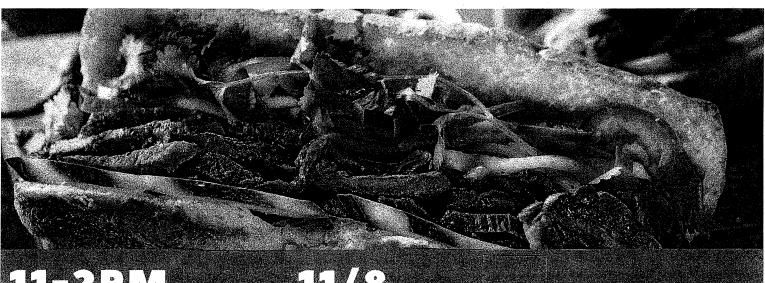


Date of Event: 11/29/2018	Estimated Attendance: 80
Name of Event: Banh Mi and Boba Fundraiser	
Tyme of Event. Food Sale	Location: In front of King Hall
Sponsoring Organization: Early Entrance Program Clu	ıb
Authorized Representative	Phone
Time:	
Access Time: 10:30 am a.m./p.m. to 11:00 am	a.m./p.m.
Event 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 (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:	and a second control of the control
ingredients) use back of page if necessary.	ood Facility Guidelines for definition) items to be sold/served (include
Thai Tea and Milk Tea Boba (includes dairy), BBQ Pork and Ham	1 Sandwiches (includes wheat and meat)
Ranh Mi & Che Cali 647 W Valley Blyd, Alhambra, CA 91803	: Baked/Cooked Items are Allowed]?
List all beverages to be sold/served: Thai Tea and Milk Te	ea Boba
Where will beverages be prepared or purchased? Bann IVII of	CHE Call, 047 VV Valley Biva, 7 illiamora, 07 vo vo
Method/s of maintaining proper holding temperatures for pote	entially hazardous food/s during transportation and service:
We are using a chafing dish to keep the food warm.	
handling orientation (offered at the beginning of Fall and Spri Temporary Food Facility Guidelines governing food sales or sand/or beverage selling/serving privileges and possibly discip	es on campus, the Sponsoring Organization shall have attended a food ing quarters), agrees to read, understand, and comply with the CSLA service. Failure to comply with the rules may result in the loss of food linary action.
<u>Insurance</u> : (Student Organizations Only) As a prerequisite, the coverage from the Associated Students, Inc. (ASI) at least two Student Organization's activity in its insurance policy. This Toppoof of ASI insurance.	he Sponsoring Student Organization agrees to obtain proper insurance o weeks prior to the event date and ASI agrees to include the Sponsoring Temporary Food Permit will not be approved unless accompanied by a
Services for any food or beverage the sponsoring organiza submitted at least 10 days prior to the activity for proper reviewent date.	y, Los Angeles, University-Student Union, or University Auxiliary ation provides to the campus community. This permit should be ews and approvals; otherwise there is no guarantee of completion by the
All signatures shall be obtained in the following order. St	tudent organizations need <u>all</u> signatures; other organizations $1, 3$ and 4 only
sol. Illia	
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
1. Significant of Sponsoring organization	10/23/18
2. Center for Student Involvement (UU 204) (Student Organi	izations Only) Date
	10/23/18
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 31	Date / 3 / 2
(Dan Shomar	18-832 10/23/10
4. Environmental Health & Safety (Corporate Yard Bldg. 24	Permit No. Date

FROM THE EARLY ENTRANCE PROGRAM:

ASSOCIATED STUDENTS, INC.
THE ARTIVITIES AND OPINIONS PRESENTED ARE NOT.
NEGESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

BOBATEAAND BANHMI FUNDRASERS



11-2PM. 11/8 11/15 11/26 11/29 12/3 IN FRONT OF KING HALL

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Boba Milk Tea	\$3.50	25	\$87.50	\$8.31	\$95.81
Boba Thai Tea	\$3.50	25	\$87.50	\$8.31	\$95.81
Ham and Meat Loaf	\$3.50	17	\$59.50	\$5.65	\$65.15
BBQ Pork Loaf	\$3.50	17	\$59.50	\$5.65	\$65.15
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