

# 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: Financial Management Association

Event Title: Boba Fundraiser

Date(s) of Event: 10/24/18 Semester Select One

Location of Event: Near CSULA bookstore

Expected Total Attendance: N/A

Expected Attendance of Cal State LA Students: 40

#### Event Description and Total Cost Breakdown

Briefly describe the event:

FMA will be fundraising to raise funds for our organization.

Is the event open to all Cal State LA students?: Select One...

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

Individuals on the CSULA campus will have the opportunity to purchase affordable beverages at a reasonable price.

#### Hospitality

Description	Amount
Milk and Thai tea with boba	\$130.00
Tax (included)	

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$130.00

Amount Requested from ASI: \$130.00

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: AM 18 SEP 26 PM 12:47:57

# 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: Financial Management Association PHONE: [REDACTED] DATE: 09/10/18  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: Boba Fundraiser LOCATION: Near CSULA bookstore  
 EVENT DATE: 10/24/18 BEGIN TIME: 10:30AM END TIME: 2:30PM 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: [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):

Fundraising to help with proceeds to benefit by selling Milk Tea and Thai Tea with boba at a cheap, yet reasonable price. This fundraiser allows students to demonstrate teamwork, planning, execution along with strengthening to improve our relationships as well.

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

PRINTED POSTCARDS  PRINTED POSTERS/FLIERS  SOCIAL MEDIA: @csula\_fma  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 ORGAZINATION?

(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: 7968 Garvey Ave Rosemead, CA 91770  
 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 and advisors may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSU.

*[Handwritten signatures and initials]*  
 DV. *Om*

## 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.

Charging \$3 per drink.

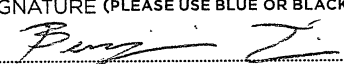
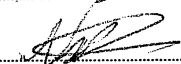
PRESIDENT: [REDACTED] SIGNATURE:  DATE: 09/10/18  
 TREASURER: [REDACTED] SIGNATURE:  DATE: 09/10/18  
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or  APPROVED EXEMPT STATUS: CSI VERIFICATION

## 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: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY):  DATE: \_\_\_\_\_  
 ADVISOR'S NAME: [REDACTED] SIGNATURE:  DATE: 9/10/18

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

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

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: 10/24/2018 Estimated Attendance: 60

Name of Event: Boba Fundraiser

Type of Event: Fundraiser Location: Near CSULA bookstore

Sponsoring Organization: Financial Management Association

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

Time:

Access Time: 10:30 am a.m./p.m. to 2:30 pm a.m./p.m.

Event Time: 10:30 am a.m./p.m. to 2:30 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. Milk Tea and Thai Tea Boba

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]?: Banh Mi Che Cali  
7968 Garvey Ave Rosemead, CA 91770

List all beverages to be sold/served: Boba Milk Tea and Thai Tea

Where will beverages be prepared or purchased? 7968 Garvey Ave Rosemead, CA 91770 - 90

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

**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.

Benny L \_\_\_\_\_  
1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

[Signature] \_\_\_\_\_  
2. Center for Student Involvement (UU 204) (*Student Organizations Only*) Date 9/17/18

[Signature] \_\_\_\_\_  
3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*) Date 9/17/18

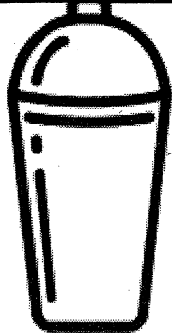
[Signature] 18-596 \_\_\_\_\_  
4. Environmental Health & Safety (*Corporate Yard Bldg. 244*) Permit No. Date 9/17/18

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



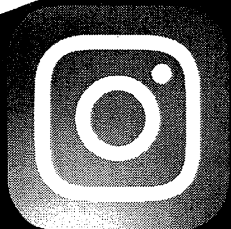
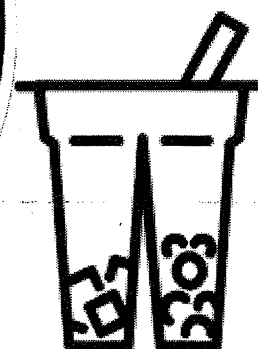
COLLEGE OF  
**BUSINESS & ECONOMICS**

FUNDRAISER HOSTED BY



POSTING VALID THRU  
ENTER FOR STUDENT INVOLVEMENT  
**ASU**

10/10/18



csula\_fma



Fmacsula1@gmail.com

**Thirsty? BOBA will be sold!**

**Wednesday Oct 24th, 2018**

**10:30am - 2:30pm**

**\$3 (Milk Tea / Thai Tea)**

**Near CSULA Bookstore**

<p>Buy 1 Get 1 Free \$3.95</p>		<p>Drinks \$3.00</p>	
			
Pudding Milk Green Tea	Honey Green Tea	Café Phap Milk Coffee	Rau Má Pennywort
		\$3.00	
	Boba Milk Tea		Café Đen Đá Black Coffee

1. Đĩa  
特別火  
Ham
2. Đĩa  
特別  
Ham
3. 肉  
M

**BEVERAGES**

Cà phê Đen (Nóng / Lạnh) 黑咖啡	\$1.25
Black Coffee (Hot / Cold)	
Cà phê Sữa (Nóng / Lạnh) 咖啡奶	\$1.25
Coffee w/ Condensed Milk (Hot / Cold)	
Trà Ôi Jasmine Iced Tea 凍冰茶	\$3.50
Nước Ngọt Soft Drink 汽水	\$1.00
Rau Má Pennyworth Leaf Drink 南大藥	\$3.00
Sản Bò Lưỡng 青蘋果	\$3.00
Mixed Dried Fruit with Light Syrup	
Chè 3 Màu 3 Color Dessert 三色冰	\$3.00
Chè Thái Thai Dessert 泰式冰	\$3.00
Sương Sầm Green Jelly	\$3.00
Bánh Lot	\$3.00
Bánh Flan Flan Cake	\$1.75

**Giải Khát / 飲品**



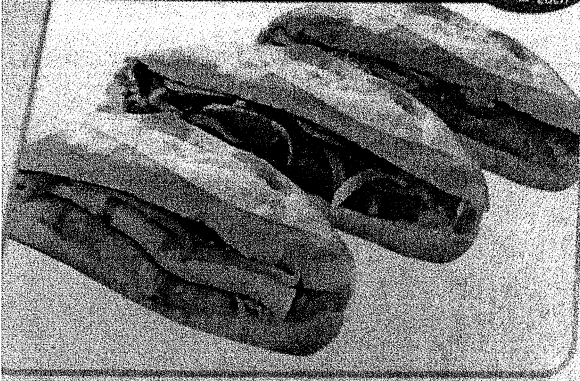
**BUY 1 GET 1 FREE 買一送一 \$3.95 each**

- MILK TEA 奶茶
- GREEN TEA 綠茶
- MILK GREEN TEA 奶綠茶
- THAI TEA 泰國茶

**UP TO 2 CHOICES OF:** Tapioca, Pudding, Jelly

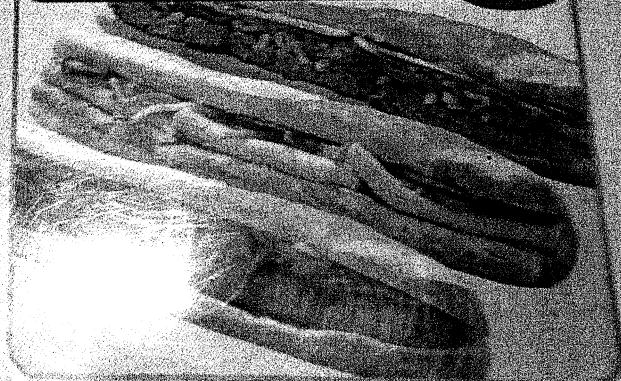
**French Bread**

**\$4.00**  
each



**Baguette**

**\$4.00**



**SANDWICH Bánh Mì**

**Đặc Biệt**  
特別火腿、肉扎  
Ham & Meat Loaf

**5. Thịt Nướng**  
烤豬肉麵包  
BBQ Pork

**9. Gà**  
雞肉麵包  
BBQ Chicken

**13. Bánh Mì Teriyaki**  
燒牛肉麵包  
Beef Teriyaki Sandwich

**Đặc Biệt Giò Thủ**  
特別火腿、肉扎、豬耳  
Ham, Meat Loaf &  
Pork Cheese

**6. Bì**  
豬肉絲麵包  
Shredded Skin & Pork

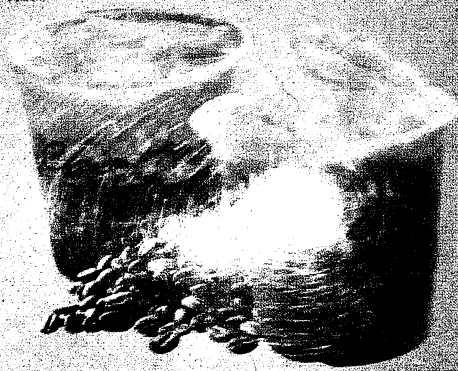
**10. Cá Mòi**  
沙丁魚麵包  
Sardines

**14. Bánh Mì Thịt Ba Chỉ**  
五花肉麵包  
Porkbelly Sandwich

**BEVERAGES**

Cafe Đen (Nóng / Lạnh) 黑咖啡 Black Coffee (Hot / Cold)	\$3.75
Cafe Sôc (Nóng / Lạnh) 濃咖啡 Coffee w/ Condensed Milk (Hot / Cold)	\$3.75
Thà Ôi Jasmine Iced Tea 凍冰茶	\$0.50
Nước Ngọt Soft Drink 汽水	\$1.00
Rau Má Pennyworth Leaf Drink 菊大罐	\$3.00
Sâm Bô Lương 清寶涼	\$3.00
Mixed Dried Fruit with Light Syrup	
Chè 3 Màu 3 Color Dessert 三色冰	\$3.00
Chè Thái Thai Dessert 泰式茶	\$3.00
Sương Sâm Green Jelly	\$3.00
Bánh Lọt	\$3.00
Bánh Flan Flan Cake	\$1.75

**Giải Khát / 飲品**



**BUY 1 GET 1 FREE 買一送一 \$3.95**

- MILK TEA 奶茶
  - MILK GREEN TEA 奶綠茶
  - GREEN TEA 綠茶
  - THAI TEA 泰國茶
- UP TO 2 CHOICES OF: Tapioca, Pudding, Jelly

**French Bread \$4.00 each**



**Baguette \$4.00**



**SANDWICH Bánh Mì**

1. Thịt Nướng  
烤豬肉  
BBQ Pork

5. Thịt Nướng  
烤豬肉  
BBQ Pork

9. Gà  
雞肉  
BBQ Chicken

13. Bò  
牛肉  
Beef

2. Thịt Gà  
烤雞肉  
BBQ Chicken

6. Bì  
豬肉絲  
Shredded Pork

10. Gà  
雞肉  
BBQ Chicken

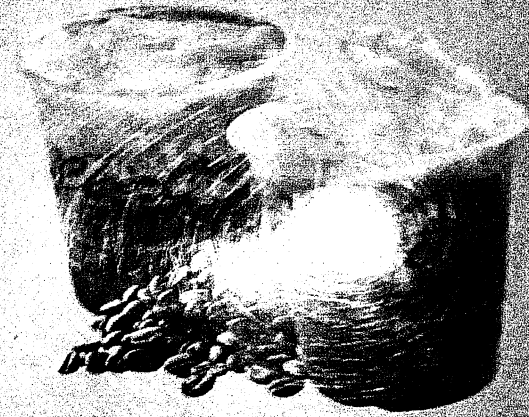
14. Bò  
牛肉  
Beef



**BEVERAGES**

Cà Phê Đen (Nóng / Lạnh) 黑咖啡 Black Coffee (Hot / Cold)	\$2.25
Cà Phê Sữa (Nóng / Lạnh) 凍咖啡 Coffee w/ Condensed Milk (Hot / Cold)	\$3.25
Trà Đá Jasmine Iced Tea 凍冰茶	\$0.50
Nước Ngọt Soft Drink 汽水	\$1.00
Rau Mâ Pennyworth Leaf Drink 崩大碗	\$3.00
Sâm Bô Lương 清寶涼 Mixed Dried Fruit with Light Syrup	\$3.00
Chè 3 Màu Trì Color Dessert 三色冰	\$3.00
Chè Thái Thai Dessert 泰式茶	\$3.00
Sương Sâm Green Jelly	\$3.00
Bánh Lot	\$3.00
Bánh Flan Flan Cake	\$1.75

**Giải Khát / 飲品**



**BUY 1 GET 1 FREE 買一送一 \$3.95**

- MILK TEA 奶茶
- GREEN TEA 綠茶
- MILK GREEN TEA 奶綠茶
- THAI TEA 泰國茶

**UP TO 2 CHOICES OF:** Tapioca, Pudding, Jelly

**French Bread \$4.00 each**



**Baguette \$4.00**



**SANDWICH Bánh Mì**

Đặc Biệt  
特別火腿、肉扎  
Ham & Meat Loaf

5. Thịt Nướng  
烤豬肉麵包  
BBQ Pork

9. Gà  
雞肉麵包  
BBQ Chicken

13. Bánh Mì Teriyaki  
燒牛肉麵包  
Beef Teriyaki Sandwich

Đặc Biệt Giò Thủ  
特別火腿、肉扎、豬耳  
Ham, Meat Loaf &  
Pork Cheese

6. Bì  
豬肉絲麵包  
Shredded Skin & Pork

10. Cá Mòi  
沙丁魚麵包  
Sardines

14. Bánh Mì Thịt Ba Chỉ  
五花肉麵包  
Porkbelly Sandwich