

# 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: American Society for Microbiologist CSULA Student Chapter  
 Event Title: Career Day 2019  
 Date(s) of Event: 2/16/19 Semester Spring  
 Location of Event: Cal State LA ASCB 132  
 Expected Total Attendance: 50  
 Expected Attendance of Cal State LA Students: 40

#### Event Description and Total Cost Breakdown

Briefly describe the event:

The event will expose to a variety of career opportunities in lesser known sectors related to microbiology. Speakers will promote fields such as biotechnology and food microbiology, while also advertising on campus programs they are associated with, such as the Clinical Lab Science Training Program and MS Criminalistics program. A student mixer will be held over breakfast, and a round table event will

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

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

The event will increase career awareness in these microbiology related careers and provide insight for students about what to expect after entering these fields.

#### Hospitality

Description	Amount
Starbucks 96oz Coffee Jug (x4)	\$84.75
Simply Orange Pul. Free Orange Juice 89oz (x4)	\$32.36
Granny's Donuts Dozen Mixed Donuts Special (x6)	\$58.50

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
Staples Flyer Self-Printing (x30)	\$24.00

#### Other

Description	Amount
Bright Green Napkins 1-Ply 200ct	\$1.89
Dixie Ultra Plates 64 ct	\$5.79
Solo Clear Cups 18oz 28ct	\$8.18
Everyday Heavy Duty Forks 48pc (x2)	\$3.58

#### Event Summary

Total Cost of Event: \$219.05  
 Amount Requested from ASI: \$219.05  
 Amount from other sources: \$0.00

What other resources are you employing for this event?

Lunch will be provided for attendees catered by UAS, funded by Dr. Howard Xu grant.

#### 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: DN

19 JAN 22 AM 10:49:58

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

# COMPLETED



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:** American Society for Microbiologist CSULA Student Chap **PHONE:** [REDACTED] **DATE:** 1/22/19

**EVENT CONTACT NAME:** [REDACTED] **EMAIL:** [REDACTED]

**NAME OF EVENT:** Career Day 2019 **LOCATION:** ASCB 122, ASCB Courtyard ASCB Lobby

**EVENT DATE:** 2/16/19 **BEGIN TIME:** 8:30 am **END TIME:** 1:00 pm **ESTIMATED ATTENDANCE:** 50

### 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):

Students will hear from various speakers covering a range of career fields related to microbiology. They will learn what steps are needed to have a successful career in any of the covered fields. Breakfast and coffee will be served (Starbucks, Granny's Donuts, Vons), along with lunch (UAS Catering). The event will wrap with an informal round table event with alumni including professionals to share their experiences with students.

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

PRINTED POSTCARDS  PRINTED POSTERS/FLIERS  SOCIAL MEDIA:  OTHER: [REDACTED]  
INCLUDE SITE & HANDLE IG: @csula.asm

### 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: Starbucks, Granny's Donuts, Vons

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  
01/18/19 KM

# 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.

N/A

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: 1.22.19  
 ADVISOR'S NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: 1.22.19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: 1.27.19  
 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: \_\_\_\_\_
- DEPT. OF PUBLIC SAFETY DATE: \_\_\_\_\_
- OTHER DATE: \_\_\_\_\_
- ATHLETICS DATE: \_\_\_\_\_
- FACILITIES USE COORDINATOR DATE: \_\_\_\_\_
- U-SU BUSINESS OFFICE DATE: \_\_\_\_\_

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

OK w/ FoodPart copy - J

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT**

**Print Form**

**Clear Form**

Date of Event: February 16, 2019 Estimated Attendance: 50

Name of Event: SCASM Career Day

Type of Event: Educational/Speakers Location: ASCB 132, ASCB Courtyard

Sponsoring Organization: American Society for Microbiologist CSULA Student Chapter

Authorized Representative: [Redacted] Phone: [Redacted] Fax: N/A

Time: Access Time: 7:50 a.m./p.m. to 1:30 a.m./p.m. Starbucks: 1681 N Eastern Ave, Los Angeles, CA 90063

Event Time: 8:30 a.m./p.m. to 1:00 a.m./p.m. Vons: 2355 E. Colorado Blvd, Pasadena, CA 91107

- 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. Donuts (glazed donut holes)

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

List all beverages to be sold/served: Coffee, Orange juice, water, donuts

Where will beverages be prepared or purchased? Starbucks, Vons

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: will be bought and served immediately

**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] Date: 1.17.19  
 Authorized Representative to be present at event: [Signature] Date: 1.17.19

2. Center for Student Involvement (UU 204) (Student Organizations Only): \_\_\_\_\_ Date: 1/17/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 1/17/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): \_\_\_\_\_ Date: 1/17/19  
 Permit No.: 19002

# 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	Organization
Officer Name: _____	Club/Organization: <u>American Society for Microbiologist CSULA Student Chapter</u>
Officer Title: _____	Event Title: <u>Career Day 2019</u>
Address: _____	Date(s) of Event: <u>2/16/19</u> Semester <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>Cal State LA ASCB 132</u>
Phone & Email: _____	Expected Total Attendance: _____ 50
Officer Signature: _____	Expected Attendance of Cal State LA Students: _____ 40

Event Description and Total Cost Breakdown	
Briefly describe the event: The event will expose to a variety of career opportunities in lesser known sectors related to microbiology. Speakers will promote fields such as biotechnology and food microbiology, while also advertising on campus programs they are associated with, such as the Clinical Lab Science Training Program and MS Criminalistics program. A student mixer will be held over breakfast, and a round table event will...	Is the event open to all Cal State LA students? <u>Yes</u> How will this program enhance the Cal State LA experience? The event will increase career awareness in these microbiology related careers and provide insight for students about what to expect after entering these fields.

Hospitality	
Description	Amount
Starbucks 96oz Coffee Jug (x4)	\$84.75
Simply Orange Pulp Free Orange Juice 89oz (x4)	\$32.36
Granny's Donuts Dozen Mixed Donuts Special (x6)	\$58.50

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount
Staples Flyer Self-Printing (x30)	\$24.00

Other	
Description	Amount
Bright Green Napkins 1-Ply 200ct	\$1.89
Dixie Ultra Plates 64 ct	\$5.79
Solo Clear Cups 18oz 28ct	\$8.18
Everyday Heavy Duty Forks 48pc (x2)	\$3.58

Event Summary	For Office Use Only • Do Not Write Below
Total Cost of Event: _____ \$219.05	<b>Important:</b> (1) <u>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</u> (2) <u>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</u> (3) <u>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</u>
Amount Requested from ASI: _____ \$219.05	
Amount from other sources: _____ \$0.00	
What other resources are you employing for this event? Lunch will be provided for attendees catered by UAS, funded by Dr. Howard Xu grant.	<b>All forms must have a Time Stamp and</b> <span style="float: right;">5:40:34</span> <b>staff initial:</b> <span style="border: 1px solid black; padding: 2px;">LN</span> <div style="text-align: center; margin-top: 10px;">LN</div> <div style="text-align: right; margin-top: 10px;">18 JAN 18 5:40:40</div>





AMERICAN  
SOCIETY FOR  
MICROBIOLOGY

Student Chapter of California State University, Los Angeles

# Career Day 2019

Hosted by ASM CSULA Student Chapter  
Saturday February 16  
8:30am - 1:00 pm  
Cal State Los Angeles, Annenberg Science Complex  
(ASCB) Room 132

Come and learn about the many exciting career fields in the world of microbiology!

Microbiology is critical in a variety of scientific fields providing multiple unique career paths for students. We want to expose you to these exciting career options and what better way to do so than by hearing from the experts themselves!

Seeing experts at the top of their fields and thinking about what it takes to get there can be daunting. We are providing you with an opportunity to talk to professionals including alumni. You will learn how to prepare for these careers and gain insight about what to expect after entering the field.



RSVP here and get Free Parking!



@csula.asm

5151 State University Dr, Los Angeles, CA 90032

csula.asm@gmail.com



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

# STUDENT ORGANIZATION EVENT REGISTRATION FORM



RECEIVED  
11/19/19 JE



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: American Society for Microbiologist CSULA Student Chap PHONE: [REDACTED] DATE: 1/4/19  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: SCASM Career Day 2019 LOCATION: ASCB 132 / ASCB Courtyard  
EVENT DATE: 2/16/19 BEGIN TIME: 8:30 am END TIME: 1:00 pm ESTIMATED ATTENDANCE: 50

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

- BENEFITS TO PROCEED  EDUCATIONAL PROGRAM  SPIRITUAL PROGRAM  RECREATIONAL PROGRAM  
 DANCE/PARTY  SOCIAL PROGRAM  COMMUNITY SERVICE  CONFERENCE/CONVENTION  
 OTHER: [REDACTED]

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

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

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Experts from a variety of different microbiology-related careers will give talks to students about their work and careers. Round table discussions will be included for students to talk to professionals in an informal setting. Breakfast snacks/coffee will be offered. Lunch will be offered as well.

WHO IS 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, PARTICIPATION 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: Starbucks, breakfast snacks provided

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering. by club

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 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.

# 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.**

N/A

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 1.10.19  
 TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 1.17.19

## 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 to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA."
- 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: 1.10.19  
 ADVISOR'S NAME [REDACTED] *[Signature]* DATE: 1.17.19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

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: \_\_\_\_\_

### NOTES OR UPDATES:



**CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT**

**Print Form**

**Clear Form**

Date of Event: February 16, 2019 Estimated Attendance: 50

Name of Event: SCASM Career Day

Type of Event: Educational/Speakers Location: ASCB 132, ASCB Courtyard

Sponsoring Organization: American Society for Microbiologist CSULA Student Chapter

Authorized Representative: [Redacted] Phone: [Redacted] Fax: N/A

Time: Granny's Donuts: 1681 N Eastern Ave, Los Angeles, CA 90063

Access Time: 7:50 a.m./p.m. to 1:30 a.m./p.m. Starbucks: 5154 State University Dr, Los Angeles, 90032

Event Time: 8:30 a.m./p.m. to 1:00 a.m./p.m. Vons: 2355 E. Colorado Blvd, Pasadena, CA 91107

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. Donuts (glazed donut holes)

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

List all beverages to be sold/served: Coffee, Orange juice, water, donuts

Where will beverages be prepared or purchased? Starbucks, Vons

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: will be bought and served immediately

**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] Date: 1.17.19  
 Authorized Representative to be present at event: [Signature] Date: 1.17.19

2. Center for Student Involvement (JU 204) (Student Organizations Only) Date: 1/17/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date: 1/17/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. 19002 Date: 1/17/19

Vons Pasadena Online Delivery Order (will be picking up in person however)



Vons

Next delivery: Within 1 hour

\$51.80

Your first delivery is free!



Simply Beverages Calcium & Vitamin D  
Pulp Free Orange Juice

89 fl oz

4

\$32.36

~~\$36.76~~

Instructions  Remove



Bright Green Napkins, 1-Ply

200 ct

1

\$1.89

~~\$2.29~~

Instructions  Remove



Dixie Ultra Plates - 64 CT

64.0 ct

1

\$5.79

~~\$7.99~~

Instructions  Remove



Solo Clear Cups

28 x 18 oz

2

\$8.18

~~\$10.38~~

Instructions  Remove



Everyday Heavy Duty Forks

48 pc

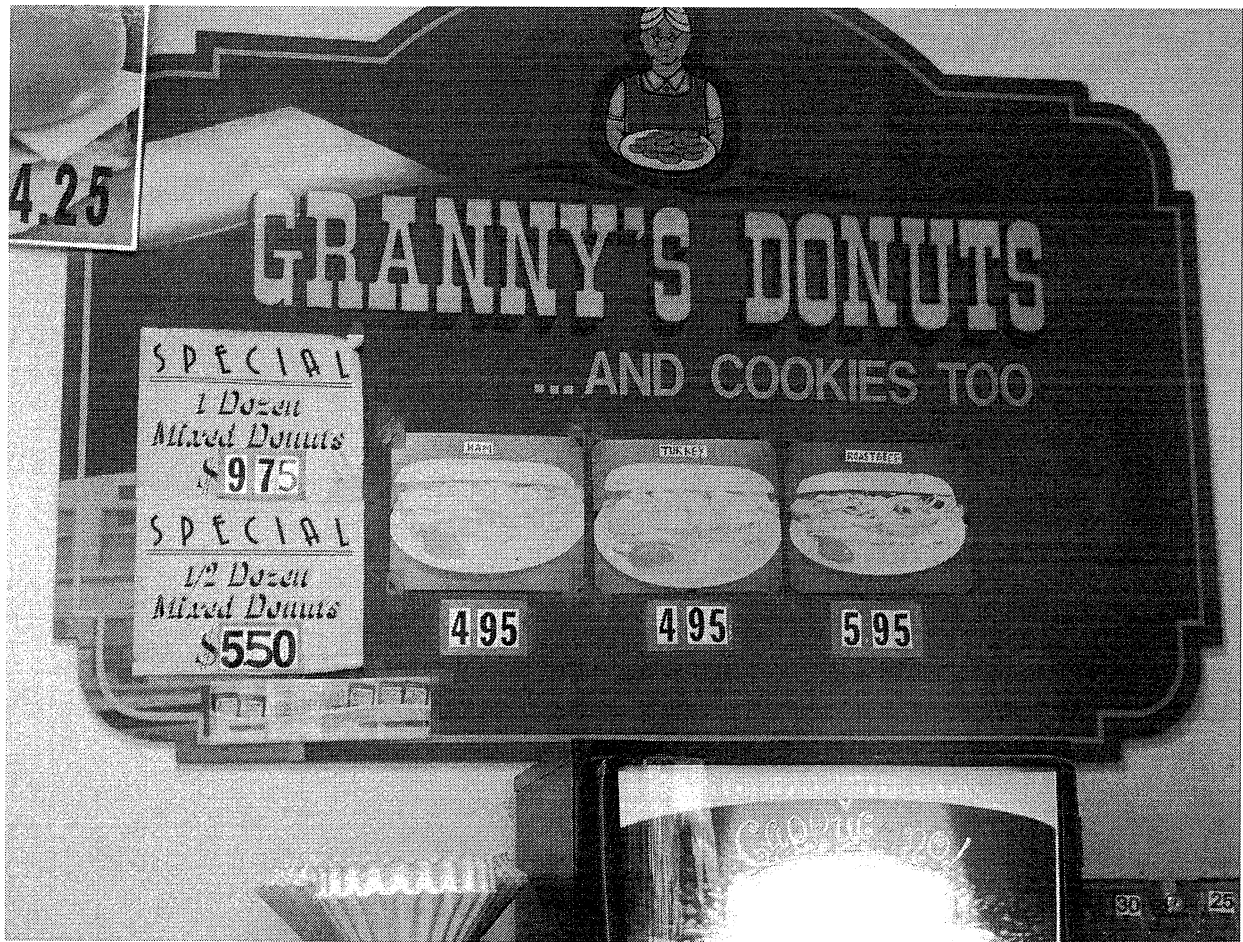
2

\$3.58

~~\$4.58~~

Instructions  Remove

Granny's Donuts (6 dozen mixed donuts @9.75/dozen)




### Staples Flyer Printing

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# STAPLES

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## CART

Products	Quantity	Unit Price	Total
 ASM CSULA Career Day Item Name: Color <a href="#">Remove</a>	30	\$0.80	\$24.00

**Total: \$24.00**

The total above does not include applicable taxes and shipping charges.

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