

# 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: Diego Flores

**Organization**

Club/Organization: Association for Computing Machinery  
 Event Title: Banh Mi & Boba Fundraiser  
 Date(s) of Event: 3/21 Semester Select One...  
 Location of Event: King Hall Walkway  
 Expected Total Attendance: 99  
 Expected Attendance of Cal State LA Students: 99

**Event Description and Total Cost Breakdown**

Briefly describe the event:

The Banh Mi and Boba fundraiser is to raise funds for ACM projects and conferences.

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

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

This will help students by getting experience with our projects and allow to make connections through our confrences and events.

**Hospitality**

Description	Amount
Banh Mi (50 Sandwiches)	\$191.62
Boba Tea	\$217.25

**Honoraria/Contracts**

Description	Amount

**Marketing**

Description	Amount

**Other**

Description	Amount

**Event Summary**

Total Cost of Event: \$408.87  
 Amount Requested from ASI: \$408.87  
 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: SK  
LN

19 FEB 7 10:30:27

COMPLETED



# 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:  PHONE:  DATE:

EVENT CONTACT NAME:  EMAIL:

NAME OF EVENT:  LOCATION:

EVENT DATE:  BEGIN TIME:  END TIME:  ESTIMATED ATTENDANCE:

**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:   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):**

The Banh Mi and Boba fundraiser is to raise funds for promoting ACM projects and conferences

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

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA:  <sup>IG</sup>  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 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

WILL FOOD BE SERVED AT THE EVENT?  NO  YES

IF YES, WHO WILL PROVIDE THE FOOD?  UNIVERSITY CATERING     OTHER:

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 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 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.

RECEIVED

BY: *AT*

## 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.

The Banh Mi will be sold in Halves so 1/2 of a Banh Mi will be sold for \$3.00 & Boba will be sold for \$3.50 each. All proceeds will go to Organization.

PRESIDENT:	[REDACTED]	SIGNATURE:	<i>[Signature]</i>	DATE:	1/24/2019
TREASURER:	[REDACTED]	SIGNATURE:	<i>[Signature]</i>	DATE:	1/7/2019
U-SU STUDENT ORGANIZATION ACCOUNT #:		[REDACTED]	or	<input type="checkbox"/>	APPROVED EXEMPT STATUS: CSI VERIFICATION <input type="checkbox"/>

## 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:
[REDACTED]	<i>[Signature]</i>	1/24/2019
ADVISOR'S NAME		
[REDACTED]	<i>[Signature]</i>	1/24/2019

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)	SIGNATURE:	DATE:
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY	<i>[Signature]</i>	2-7-19
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: 03/21/2019 Estimated Attendance: 99

Name of Event: Banh Mi & Boba Fundraiser

Type of Event: Proceeds to Benefit Location: In front of King Hall

Sponsoring Organization: Association for Computing Machinery

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

Time: \_\_\_\_\_

Access Time: 11:00 am a.m./p.m. to 2:00 pm a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 2:00 pm a.m./p.m.

Banh Mi Che Cali 135 S San Gabriel Blvd  
suite #A, San Gabriel CA  
91776

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. Banh Mi (Sandwiches)

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]?: Banh Mi Che Cali

List all beverages to be sold/served: Boba

Where will beverages be prepared or purchased? Banh Mi Che Cali

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
**Brought over prior to event start and time**

**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: 2-5-19

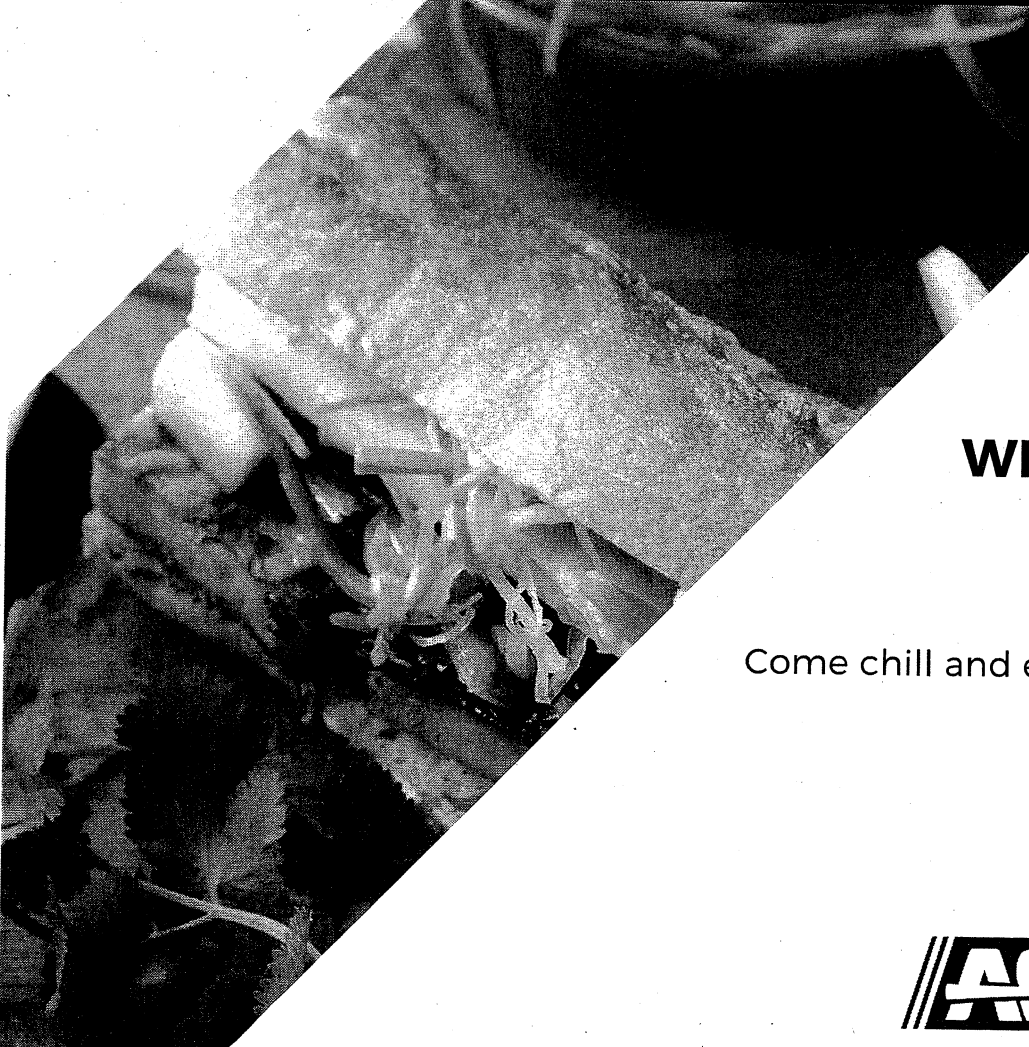
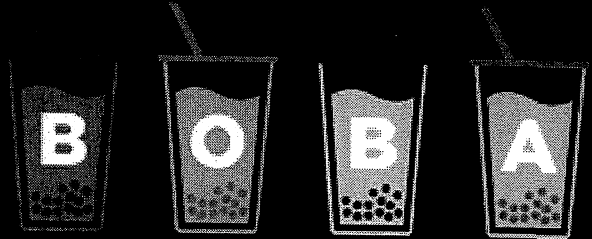
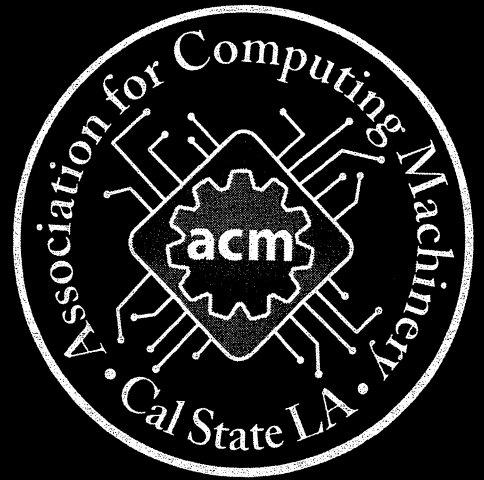
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 2/6/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No.: 19-123 Date: 2/6/19

ACM FUNDRAISER

# BANH MI & BOBA

Support Cal State LA's Computer  
Science Club!



**TUES. MAR 21**

**11AM - 3PM**

**WHERE: King Hall  
Main Walkway**

Come chill and enjoy some Banh Mi and  
BOBA with us!

Sandwiches: \$3.00.

Boba: \$3.50.

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

# Bánh Mì & Chè Cali

## Food To Go

135 S. San Gabriel Blvd. Suite #A, San Gabriel CA 91776

Tel. (626) 286-8728

### Bánh Mì Sandwiches

#### Baguette

\*\* Buy 2 Get 1 Free \*\*

\$3.50/each

1. Đặc Biệt Thịt Chả  
Ham & Meatloaf
  2. Thịt Chả Giò Thủ  
Ham, Meatloaf & Head Cheese
  3. Chả Giò Thủ  
Meatloaf & Head Cheese
  4. Chả Lụa  
Meatloaf
  5. Thịt Nướng  
BBQ Pork
  6. Bì  
Shredded Pork Skin
  7. Nem Nướng  
BBQ Meatloaf
  8. Xíu Mại  
Meat Balls
  9. Gà  
BBQ Chicken
  10. Cá Mòi  
Sardines
  11. Bò Nướng  
BBQ Beef
  12. Ham Chay  
Vegetarian Ham
- Chả Trứng Chiên/ Egg & Meatloaf..... \$3.50  
➤ Bánh Mì Teriyaki/ Beef Teriyaki Sandwich..... \$3.50

#### Baguette

\$1.00/piece

#### French Rolls

\$1.00/3 rolls

### Bánh Cuốn Steamed Rolls

- Bánh Cuốn Thịt/ Steamed Rolls with Ground Pork.....\$3.75  
➤ Bánh Ướt/ Steamed Rolls with Meatloaf..... \$3.75  
➤ Bánh Cuốn Thịt (5 lbs and up)/ Steamed Rolls with Ground Pork...\$4.25/lb  
➤ Bánh Ướt (5 lbs and up)/ Steamed Rolls.....\$4.25/lb

\*Extra Dipping Sauce .....\$0.25, large cup 16oz for \$2.00

### Nem Cuốn Spring Rolls

- Nem Nướng/ BBQ Meatloaf Rolls..... \$3.50  
➤ Nem Tôm/ BBQ Meatloaf & Shrimp Rolls..... \$3.50  
➤ Nem Nướng/ BBQ Meatloaf Rolls.....\$1.20/roll  
➤ Nem Tôm Cuốn/ BBQ Meatloaf & Shrimp Rolls.....\$1.20/roll

\*Extra Dipping Sauce .....\$0.25, large cup 16oz for \$2.00\*

### Soups

- |  | Small  | Large  |
|--|--------|--------|
| ➤ Bánh Mì Bò Kho/ Beef Stew with Bread Roll.....     | \$3.00 | \$4.25 |
| ➤ Bánh Mì Cari Gà/Chicken Curry with Bread Roll..... | \$3.00 | \$4.25 |
| ➤ Cháo Lòng/ Congee.....                             | \$2.25 | \$3.25 |
| ➤ Cháo Gà/ Chicken Congee.....                       | \$2.25 | \$3.25 |
| ➤ Cháo Huyết/ Pork Blood Congee.....                 | \$2.25 | \$3.25 |

### Party Trays

- |   | Small          | Large   |
|---|----------------|---------|
| ➤ Cơm Chiên.....                                    | \$25.00        | \$35.00 |
| ➤ Xôi Mặn/Ngọt.....                                 | \$25.00        | \$30.00 |
| ➤ Mì Xào.....                                       | \$20.00        | \$30.00 |
| ➤ Gỏi Đu Đủ/ Papaya Salad.....                      | \$30.00        | \$40.00 |
| ➤ Gỏi Sen/ Lotus Rootlets.....                      | \$30.00        | \$40.00 |
| ➤ Bò Kho/ Beef Stew with 10 French Rolls.....       |                | \$45.00 |
| ➤ Cà-ri Gà/ Chicken Curry with 10 French Rolls..... |                | \$40.00 |
| ➤ Cháo Lòng/ Congee with 5 Chinese Donuts.....      |                | \$35.00 |
| ➤ Chè/ Dessert.....                                 |                | \$20.00 |
| ➤ Dồi Không.....                                    | \$7.00/lb      |         |
| ➤ Bánh Bột Lọc.....                                 | \$36.00/100pcs |         |
| ➤ Chả Giò/ Egg Rolls.....                           | \$30.00/50pcs  |         |
| ➤ Bánh Bèo.....                                     | \$20.00/100pcs |         |
| ➤ Bánh Ích Trần.....                                | \$20.00/25pcs  |         |
| ➤ Cánh Gà Chiên Bơ/ Chicken Wings.....              | \$20.00/30pcs  |         |
| ➤ Tôm Chiên/ Spicy Shrimps.....                     | \$20.00/50pcs  |         |
| ➤ Khay Bánh Mì/ Baguette Tray.....                  | \$20.00/21pcs  |         |
| ➤ Khay thịt/ Meat Lovers .....                      | \$30.00        |         |
- Chicken Legs (7pcs)/Pork Chop (3pcs)/BBQ Pork (1lb)

# Bánh Mì & Chè Cali

135 S. San Gabriel Blvd. Suite #A, San Gabriel CA 91776

Tel. (626) 286-8728

Open Daily 6:30 AM – 9:00 PM

## Khai Vị/ Appetizers

1. Deep Fried Fish Balls (炸魚丸)..... \$4.50
2. Deep Fried Chicken (香酥雞)..... \$4.50
3. Fried Tempura (甜不辣)..... \$4.50
4. Deep Fried Tofu (炸豆腐)..... \$4.50

- Nem Tôm Cuốn/ BBQ Pork & Shrimp Rolls (3)..... \$4.95  
Nem Cuốn/ BBQ Meatloaf (3)..... \$4.95  
Chả Giò/ Egg Rolls (5)..... \$4.50

## Phở/ Rice Noodle Soup

11. Đặc Biệt/ Special Noodle Combination..... \$7.95
12. Tái/ Rare Steak..... \$7.95
13. Chín Nạm/ Well-Done Brisket & Flank..... \$7.95
15. Gà/ Chicken Noodle Soup..... \$7.95
16. Tôm/ Shrimp Noodle Soup..... \$7.95
17. Phở Bò Kho/ Beef Stew Noodle Soup..... \$7.95
18. Tái Nạm/ Rare Steak, Well-Done Beef Noodle Soup..... \$7.95
19. Tái Bò Viên/ Rare Steak, Beef Balls Soup..... \$7.95
20. Soup Bò Viên/ Beef Balls (W/out Noodle)..... \$4.50
21. Phở Không Thịt/ Noodle Soup (W/out meat)..... \$5.00

## Bún/ Vermicelli

30. Bún Tôm Thịt Nướng Chả Giò/ Shrimp, BBQ Pork & Egg Roll..... \$7.95
31. Bún Bò Xào/ Beef & Grilled Onion..... \$7.95
32. Bún Bì Chả Giò/ Shredded Pork Skin, Egg Roll..... \$7.95
34. Bún Cà-ri Gà/ Vermicelli w/ Curry Chicken..... \$7.95
36. Bún Tôm Thịt Nướng/ Shrimp, BBQ Pork w/Vermicelli..... \$7.95
37. Bún Thịt Nướng/ BBQ Pork w/Vermicelli..... \$7.95
38. Bún Bò Huế/ Hue Noodle Soup..... \$7.95

## Com/Rice (Steam Rice or Fried Rice)

50. Com Thịt Trứng/ BBQ Pork, Egg w/Rice..... \$7.95
51. Com Tôm, Thịt, Trứng/ Shrimp, BBQ Pork, Fried Egg w/Rice..... \$7.95
52. Com Bò Xào Salad/ Sautéed Beef w/ Rice..... \$7.95
53. Com Gà Dòn/ Crispy Chicken w/Rice..... \$7.95
54. Com Cà-ri Gà/ Curry Chicken w/ Rice..... \$7.95
55. Com Bò Kho/ Beef Stew w/ Steam Rice..... \$7.95
56. Com Bì, Thịt, Trứng/ Shredded Pork Skin, BBQ Pork, Fried Egg w/ Rice..... \$7.95
57. Com Sườn, Bì, Chả/ Shredded Pork Skin, Eggloaf, Pork Chop w/Rice..... \$7.95
58. Com Sườn Nướng/ Pork Chop w/ Rice..... \$7.95
59. Com Chiên Dương Châu/ Yang Chou Fried Rice..... \$7.95
60. Com Trắng/ Steam Rice..... \$1.00
61. Sườn Miếng/ Pork Chop..... \$1.75

## Mì / Egg Noodle Soup

39. Mì Hoàng Thánh/ Wonton Noodle..... \$7.95
40. Mì Đùi Gà/ Chicken Noodle Soup..... \$7.95

## Cháo/ Congee

81. Cháo Lòng/ Pork Stripe Congee..... \$4.50
82. Cháo Gà/ Chicken Rice Congee..... \$4.50
83. Cháo Huyết/ Pork Blood Congee..... \$4.50

## Chè/ Dessert

**\*\* Buy 2 Get 1 Free \*\***

\$2.25/Bowl

- > Bà Ba > Chuối > Khoai Môn > Thái > Trôi Nước  
> Bắp > Đậu > Sâm Bò Lượng > Thung > Táo Sọng

\*\*Extra Coconut Milk..... \$0.50, \$1.00, \$2.00\*\*

## Giải Khát/ Beverage

- |                                       | Small  | Large  |
|---------------------------------------|--------|--------|
| > Café Sữa Đá/ Iced Milk Coffee.....  | \$3.00 | \$4.00 |
| > Café Đen Đá/ Iced Coffee.....       | \$3.00 | \$4.00 |
| > Chè Ba Màu/ Tri Colors Dessert..... | \$3.00 |        |
| > Chè Thái/ Thai Dessert.....         | \$3.00 |        |
| > Sâm Bò Lượng.....                   | \$3.00 |        |
| > Café Sữa Nóng/ Hot Milk Coffee..... | \$3.00 |        |

**\*\* Buy 1 Get 1 Free \*\***

\$3.95 (S) / \$4.95 (L)

(With Tapioca, Pudding, Green & Red Jelly)

- Green Tea
- Red Tea
- Milk Tea
- Honey Green Tea
- Thai Tea
- Winter Melon
- Milk Green Tea

item	Unit Price	Units	Subtotal	Tax	total
Banh Mi Thịt Nướng	\$3.50	25	\$87.50	8.31	\$95.81
Banh Mi Gà	\$3.50	25	\$87.50	8.31	\$95.81
Boba Milk Tea	\$3.95	50	\$197.50	19.75	\$217.25
					\$408.87





# EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
 5154 State University Drive, Rm # 107  
 Los Angeles, CA 90032-8636  
 Phone: (323) 343-2450 Fax (323) 343-2454

### Requestor Information

Name of Sponsoring club/organization: Association for Computing Machinery  
 Reservation Contact Name\*: [Redacted]  
 Phone number: [Redacted]  
 Email: [Redacted]

Event Contact\*: [Redacted]  
 Phone Number: [Redacted]  
 Email: [Redacted]

Faculty/Staff Advisor Name:

Email:

\*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.

\*\* The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

### Event Information

Date	Start Time	AM	PM	End Time	AM	PM
3/21	11:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Preferred Location:

1st choice: In front of King Hall

2nd choice: In front of library

Initial D.F. I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.

Purpose for tabling is to provide:  General Information  Food Sale/Distribution\*\*  Fundraiser\*\*

If food will be distributed and/or sold, please describe: Banh mi & Boba

\*\*A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed.  Yes  No If so, specify what type: Banners and signs

Will there be amplified sound of any kind? Yes No \*\*An approved amplified sound permit and event registration form will be required.

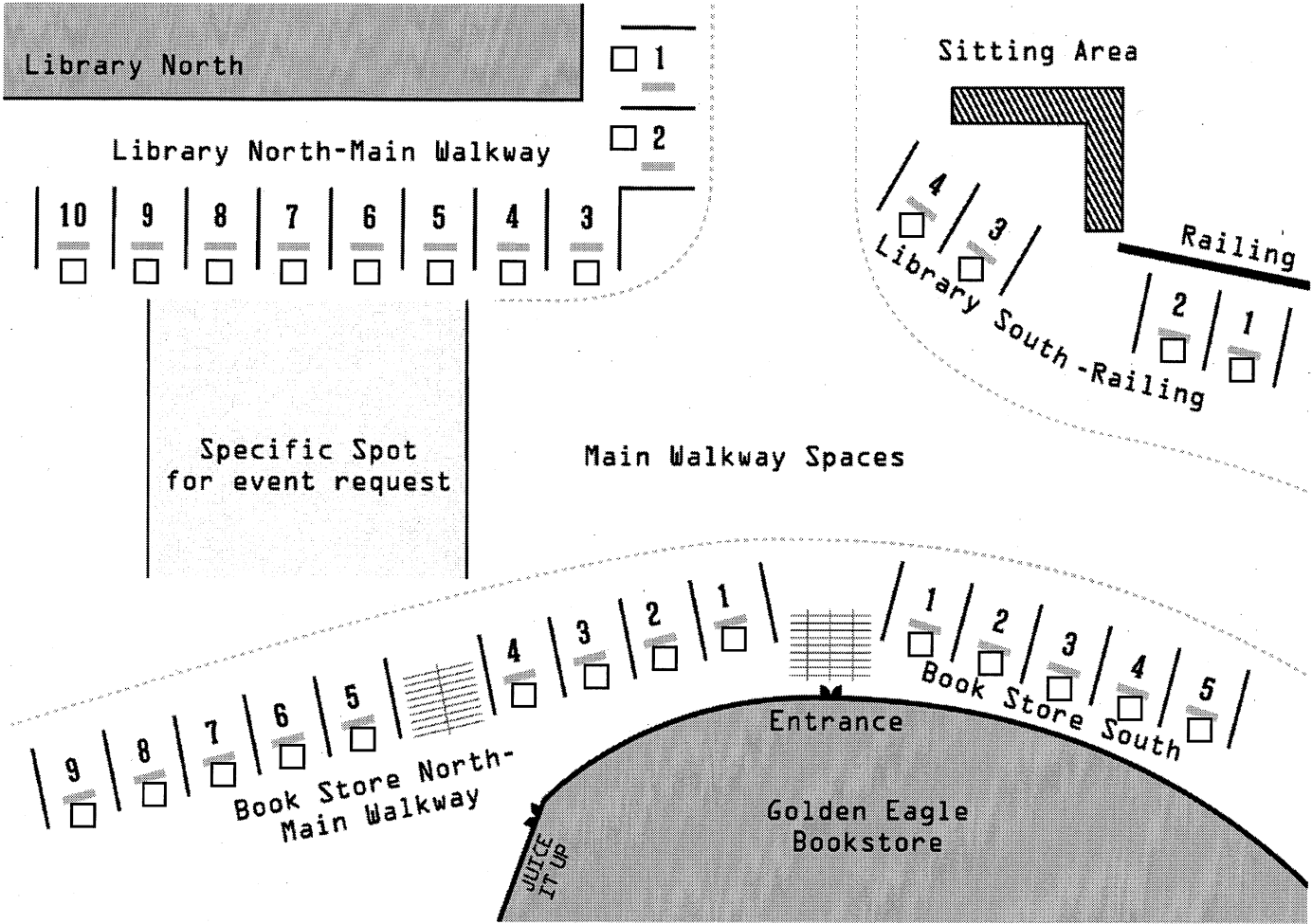
Requestor's Signature: [Signature] Date: 1/24/19

### For Office Use Only:

Confirmation by the Administration and Finance Office

Initials: \_\_\_\_\_ Date: \_\_\_\_\_

Areas Requested	Day(s)	Time(s)



## Reservation Agreement

D.F. I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: [REDACTED]

D.F. I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

D.F. I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

D.F. I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

D.F. I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

D.F. I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

D.F. I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.