


# 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 of Mechanical Engineers</u>
Officer Title: _____	Event Title: <u>Costco Pizza Fundrasier</u>
Address: _____	Date(s) of Event: <u>Feb. 12, 26 &amp; March 5, 2019</u> Semester <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>In front of book store</u>
Phone & Email: _____	Expected Total Attendance: _____ 100
Officer Signature: _____ 	Expected Attendance of Cal State LA Students: _____ 100

### Event Description and Total Cost Breakdown

<p>Briefly describe the event:</p> <div style="border: 1px solid black; padding: 5px;"> <p>We will be selling a slice of Costco pizza for \$2, a can of water, pepsi, or sprite for \$1 and chips for \$1.50. The event will take place from 11am to 4pm. At least one of our members from our organization will be present at all time during the fundraiser to handle all the transactions.</p> </div>	<p>Is the event open to all Cal State LA students?: <u>Yes</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <div style="border: 1px solid black; padding: 5px;"> <p>Cal State LA students will have alternative food choices, as well as low-cost meal.</p> </div>
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#### Hospitality

Description	Amount

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount

#### Other

Description	Amount
<u>See invoice</u>	


### Event Summary For Office Use Only • Do Not Write Below

Total Cost of Event:	\$0.00
Amount Requested from ASI:	\$462.66
Amount from other sources:	

What other resources are you employing for this event?

- 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:**

  
 LN

19 JUN 29 AM 10:08:24

# Join Us For A

# COSTCO

# Pizza Fundraiser!

When: Tuesdays, February 12, 26, & March 5  
2019

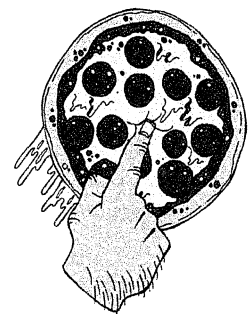
Where: In Front of Book Store

Cost: 1 Slice \$2.00

Water or soda \$1.00

Chips \$1.50

For more info contact [cslaasme@gmail.com](mailto:cslaasme@gmail.com)



CALIFORNIA STATE UNIVERSITY,  
LOS ANGELES

POSTING VALID THRU  
CENTER FOR  
STUDENT  
INVOLVEMENT  
02/26/19

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

# 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 of Mechanical Engineers **PHONE:** [REDACTED] **DATE:** 1-23-19

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

**NAME OF EVENT:** ASME Robot Project **LOCATION:** Library North-Main Walkway

**EVENT DATE:** 2-12-19 **BEGIN TIME:** 11am **END TIME:** 4pm **ESTIMATED ATTENDANCE:** 100

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

<input checked="" type="checkbox"/> PROCEEDS TO BENEFIT	<input type="checkbox"/> EDUCATIONAL PROGRAM	<input type="checkbox"/> SPIRITUAL PROGRAM	<input type="checkbox"/> RECREATIONAL PROGRAM
<input type="checkbox"/> DANCE/PARTY	<input type="checkbox"/> SOCIAL PROGRAM	<input type="checkbox"/> COMMUNITY SERVICE	<input type="checkbox"/> CONFERENCE/CONVENTION
<input checked="" type="checkbox"/> OTHER: Fundraiser	<input type="checkbox"/> SPEAKER/PANEL		

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

<input type="checkbox"/> SPORTS ACTIVITY OR COMPETITION	<input type="checkbox"/> BEACH/FOREST/PARK CLEAN-UP	<input type="checkbox"/> INTERNATIONAL TRAVEL
<input type="checkbox"/> BONFIRE	<input type="checkbox"/> INDOOR/OUTDOOR COOKING	<input type="checkbox"/> DOMESTIC TRAVEL
<input type="checkbox"/> AMPLIFIED SOUND	<input type="checkbox"/> ANIMALS	

**PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):**

We will be fundraising pizza, water, soda and chips to benefit our organization.

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

<input type="checkbox"/> PRINTED POSTCARDS	<input checked="" type="checkbox"/> PRINTED POSTERS/FLIERS	<input type="checkbox"/> SOCIAL MEDIA: [REDACTED]	<input type="checkbox"/> OTHER: [REDACTED]
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**WHO WILL BE INVITED? (CHECK ALL THAT APPLY):**

<input type="checkbox"/> STUDENT ORG. MEMBERS	<input checked="" type="checkbox"/> CAL STATE LA COMMUNITY	<input type="checkbox"/> OTHER COLLEGES & UNIV.	<input type="checkbox"/> GENERAL PUBLIC	<input type="checkbox"/> GUEST LIST
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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: Costco

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.

# 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.**

We will be fundraising pizza for \$2, water or soda for \$1, and chips for \$1.50.

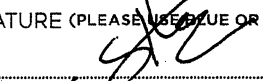
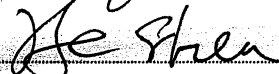
PRESIDENT: [REDACTED]	SIGNATURE: 	DATE: 1-23-19
TREASURER: [REDACTED]	SIGNATURE: 	DATE: 1-23-19
U-SU STUDENT ORGANIZATION ACCOUNT # [REDACTED]	or <input type="checkbox"/>	APPROVED EXEMPT STATUS: CSI VERIFICATION <input type="checkbox"/>

## EVENT GUIDELINES

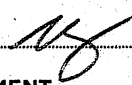
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of 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 [REDACTED]	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) 	DATE: 1/23/2019
ADVISOR'S NAME [REDACTED]		1/23/2019

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)	SIGNATURE: 	DATE: 1/29/19
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY		
ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT		
GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS?	<input type="checkbox"/> NO <input type="checkbox"/> 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: 02/12/2019 Estimated Attendance: 100

Name of Event: ASME Pizza Fundraiser

Type of Event: Fundraiser Location: In front of Book Store

Sponsoring Organization: American Society of Mechanical Engineers

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

Time:

Access Time: 11:00 am a.m./p.m. to 4:00 pm a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 4:00 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. pizza, chips, soda and water

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco  
2207 W Commonwealth Ave, Alhambra, CA, 91803

List all beverages to be sold/served: soda and water

Where will beverages be prepared or purchased? Purchased from Costco

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

**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] Emmanuel Valencia-Ruiz  
Authorized Representative to be present at event  
Date 1.28.19
2. Center for Student Involvement (UU 204) (Student Organizations Only) [Signature]  
Date 1/28/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature]  
Date 1/28/2019
4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] 19-060 Permit No. Date 1/28/2019

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

**COMPLETED**



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NAME OF ORGANIZATION: American Society of Mechanical Engineers PHONE: [REDACTED] DATE: 1-23-19

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

NAME OF EVENT: ASME Robot Project LOCATION: Library North-Main Walkway

EVENT DATE: 2-26-19 BEGIN TIME: 11am END TIME: 4pm ESTIMATED ATTENDANCE: 100

**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 will be fundraising pizza, water, soda and chips to benefit our organization.

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

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA: [REDACTED]     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 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: Costco

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.

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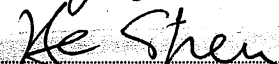
PRESIDENT: [REDACTED]	SIGNATURE: 	DATE: 1-23-19
TREASURER: [REDACTED]	SIGNATURE: 	DATE: 1-23-19
U-SU STUDENT ORGANIZATION ACCOUNT # [REDACTED]	or [ ]	APPROVED EXEMPT STATUS: CSI VERIFICATION [ ]

**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.
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STUDENT ORG. OFFICER'S NAME [REDACTED]	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) 	DATE: 1/23/2019
ADVISOR'S NAME [REDACTED]		1/23/2019

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 1/29/19

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:**

<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

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Date of Event: 02/26/2019 Estimated Attendance: 100

Name of Event: ASME Pizza Fundraiser

Type of Event: Fundraiser Location: In front of Book Store

Sponsoring Organization: American Society of Mechanical Engineers

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

Time:

Access Time: 11:00 am a.m./p.m. to 4:00 pm a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 4:00 pm a.m./p.m.

Type of Food Service:

- Bake Sale
- Snacks
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- Barbecue
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- 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. pizza, chips, soda and water

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco  
2267 W Commonwealth Ave, Alhambra, CA, 91803

List all beverages to be sold/served: soda and water

Where will beverages be prepared or purchased? Purchased from Costco

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

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**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 (OU 204) (Student Organizations Only): [Signature] Date: 1.28.19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 1/28/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No.: 19-059 Date: 1/28/2019



# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



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EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: ASME Robot Project LOCATION: Library North-Main Walkway  
EVENT DATE: 3-05-19 BEGIN TIME: 11am END TIME: 4pm ESTIMATED ATTENDANCE: 100

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 will be fundraising pizza, water, soda and chips to benefit our organization.

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

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA: [REDACTED]     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: Costco

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]

If so, please affirm organization members and guests will not consume alcohol.

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  
01/19/19 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.**

We will be fundraising pizza for \$2, water or soda for \$1, and chips for \$1.50.

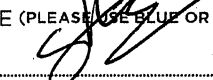

PRESIDENT: [REDACTED] SIGNATURE:  DATE: 1-23-19  
 TREASURER: [REDACTED] SIGNATURE:  DATE: 1-23-19  
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or  APPROVED EXEMPT STATUS: CSI VERIFICATION

## EVENT GUIDELINES

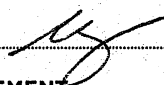
The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of 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: 1/23/2019  
 ADVISOR'S NAME [REDACTED] SIGNATURE  DATE: 1/23/2019

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE:  DATE: 1/29/19  
 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: \_\_\_\_\_  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: 03/05/2019 Estimated Attendance: 100

Name of Event: ASME Pizza Fundraiser

Type of Event: Fundraiser Location: In front of Book Store

Sponsoring Organization: American Society of Mechanical Engineers

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

Time:  
Access Time: 11:00 am a.m./p.m. to 4:00 pm a.m./p.m.  
Event Time: 11:00 am a.m./p.m. to 4:00 pm a.m./p.m.

Type of Food Service:  
 Bake Sale  Snacks  Food Sale  Catering  
 Barbecue  Potluck  Other (describe below)  
Describe Other: \_\_\_\_\_

(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.)

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. pizza, chips, soda and water

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco  
2207 W Commonwealth Ave, Alhambra CA, 91803

List all beverages to be sold/served: soda and water

Where will beverages be prepared or purchased? Purchased from Costco

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

**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.

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

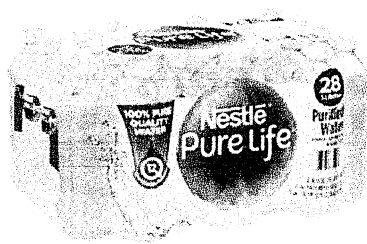
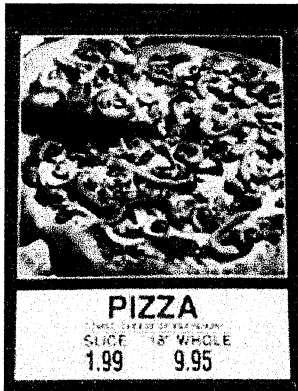
[Signature] \_\_\_\_\_  
2. Center for Student Involvement (UJ 204) (Student Organizations Only) Date 1-28-19

[Signature] \_\_\_\_\_  
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date 1/28/19

[Signature] \_\_\_\_\_ 19-061 \_\_\_\_\_  
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date 1/28/2019

## ASME Costco Pizza Fundraiser February 26, March 5 & 12, 2019

#	Item	Price	Quantity	Total
1	Whole Pepperoni Costco Pizza	\$9.95	5	\$49.75
2	Whole Combo Costco Pizza	\$9.95	5	\$49.75
3	Nestle Pure Life Water Pack	\$4.39	2	\$8.78
4	Sprite Pack	\$8.99	2	\$17.98
5	Pepsi Pack	\$6.99	2	\$13.98
6	Chips Pack	\$6.99	2	\$13.98
	Total Price for One Day			\$154.22
	Total Price for all Three Days			\$462.66



**Nestle Pure Life Purified Water - 28pk/0.5 L Bottles**  
Nestle  
★★★★☆  
\$4.39



**Frito-Lay Variety Pack Flavor Mix - 18ct**  
Frito-Lay  
★★★★☆  
\$6.99 ~~reg \$7.99~~



**Pepsi Cola - 24pk/12 fl oz Cans**  
Pepsi  
★★★★☆  
\$6.99 ~~reg \$8.99~~



**Sprite - 24pk/12 fl oz Cans**  
Sprite  
\$8.99