

# ASI Associated Students, Inc.

## Funding Request Form

2018-19

...For the Students, by the Students!

**Necessary Documents:**

- Event Flyer w/ ASI Logo
- CSI Event Reg. Form
- Estimates / Food Permits
- Event Estimates / Invoices

Contact	Organization
Officer Name: _____ Officer Title: _____ Address: _____ City/State/Zip: _____ Phone & Email: _____ Officer Signature: <u>Christopher Hadley 2/14/19</u>	Club/Organization: <u>Chi Epsilon Civil Engineering Honor Society</u> Event Title: <u>Pizza Fundraiser</u> Date(s) of Event: <u>2/28/19, 3/12,14,26,28/19</u> Semester <u>Spring</u> Location of Event: <u>Library South, Near Front of Bookstore</u> Expected Total Attendance: _____ 150 Expected Attendance of Cal State LA Students: _____ 150

Event Description and Total Cost Breakdown	
Briefly describe the event: Chi Epsilon will be fundraising pizza for proceeds of benefit to enhance the organizations' experiences.	Is the event open to all Cal State LA students?: <u>Yes</u> How will this program enhance the Cal State LA experience?: By fundraising pizza, Chi Epsilon is providing an affordable price and food alternative for the CSULA students, faculty and staff.

Hospitality	
Description	Amount
Costco Pizzas (50)	\$497.50
Tax (9.5%)	\$47.30
Canned Sodas- 12 Pack (20)	\$92.00
Water-24 Pack(5)	\$19.95

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount

Other	
Description	Amount

Event Summary	
Total Cost of Event:	\$656.75
Amount Requested from ASI:	\$656.75
Amount from other sources:	\$0.00
What other resources are you employing for this event?	
N/A	

For Office Use Only • Do Not Write Below	
<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>	
<b>All forms must have a Time Stamp and</b>	
<b>staff initial:</b> <span style="border: 1px solid black; padding: 2px;">DN</span> <span style="margin-left: 40px;">LN</span>	'19 FEB 14 PM 2:20:32

CSULA Chi Epsilon Chapter  
Will Be Fundraising by selling

## **COSTCO PIZZA!!**

**Fundraising dates:**

**Thursday, Feb. 28<sup>th</sup>**

**Tuesday, March 12<sup>th</sup>**

**Thursday, March 14<sup>th</sup>**

**Tuesday, March 26<sup>th</sup>**

**Thursday, March 28<sup>th</sup>**

Time

**11:00am-2:00pm**

Location:

**Front of Bookstore near the Library  
South Building**

Price:

**\$2 per slice**

For more information contact us @:

[csula.xe@gmail.com](mailto:csula.xe@gmail.com)

# 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:  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):

This event will consist of selling Costco Wholesale (2207 W. Commonwealth Ave., Alhambra, CA, 91803) pizza and Albertson's (2400 W. Commonwealth Ave., Alhambra, CA, 91803) beverages.

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

PRINTED POSTCARDS     PRINTED POSTERS/FLIERS     SOCIAL MEDIA:   OTHER:

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

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

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 by the University-Student Union. Student organization officers or the advisor must purchase Special Event Insurance for a particular event, please contact CSU.

RECEIVED  
FEB 13 2019

BY:

## 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.

Our organization will charge \$2 for each slice of pizza sold and \$1 for each beverage sold.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 TREASURER: [REDACTED] SIGNATURE: *Christophina Pacheco* DATE: 2/13/19  
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or  APPROVED EXEMPT STATUS: CSI VERIFICATION [REDACTED]

## 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): *[Signature]* DATE: 2/13/19  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: *[Signature]*

DATE: 2/13/19

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: 02/28/2019 Estimated Attendance: 50

Name of Event: Chi Epsilon Pizza Fundraiser

Type of Event: Fundraiser Location: Library South

Sponsoring Organization: Chi Epsilon

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

Time:

Access Time: 10:00 am a.m./p.m. to 11:00 am a.m./p.m.

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

2207 W. Commonwealth Ave.  
Alhambra, CA, 91803

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. Cheese, Pepperoni, Tomato Sauce, Bell Pepper, Italian Sausage, Dough, Bacon

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco Wholesale

List all beverages to be sold/served: Pepsi, Diet Pepsi, Brisk, Mountain Dew, Water

Where will beverages be prepared or purchased? Albertson's

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

Pizza will be kept in bow and drinks will be kept in a cooler

**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) [Signature] Date 2/13/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature] Date 2/13/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] 19-158 Permit No. Date 2/13/19

# 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: Chi Epsilon PHONE: [REDACTED] DATE: 2/13/19  
 EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
 NAME OF EVENT: Chi Epsilon Fundraiser LOCATION: CSULA Library South  
 EVENT DATE: 3/12/19 BEGIN TIME: 11:00 AM END TIME: 2:00 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):**

This event will consist of selling Costco Wholesale (2207 W. Commonwealth Ave., Alhambra, CA, 91803) pizza and Albertson's (2400 W. Commonwealth Ave., Alhambra, CA, 91803) beverages.

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

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

**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 Wholesale  
 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 CSU.

RECEIVED FEB 13 2019

BY: om

## STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy. Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.

Our organization will charge \$2 for each slice of pizza sold and \$1 for each beverage sold.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 TREASURER: [REDACTED] SIGNATURE: *Christopher Packer* DATE: 2/13/19  
 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): *[Signature]* DATE: 2/13/19  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 2/13/19  
 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: \_\_\_\_\_  
 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: 03/12/2019 Estimated Attendance: 50

Name of Event: Chi Epsilon Pizza Fundraiser

Type of Event: Fundraiser Location: Library South

Sponsoring Organization: Chi Epsilon

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

Time:

Access Time: 10:00 am a.m./p.m. to 11:00 am a.m./p.m.

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

2207 W. Commonwealth Ave.  
Athambia, CA, 91803

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. Cheese, Pepperoni, Tomato Sauce, Bell Pepper, Italian Sausage, Dough, Bacon

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]?: Costco Wholesale

List all beverages to be sold/served: Pepsi, Diet Pepsi, Brisk, Mountain Dew, Water

Where will beverages be prepared or purchased? Albertson's

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

Pizza will be kept in bow and drinks will be kept in a cooler

**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] \_\_\_\_\_ present at event  
1. Signature of Sponsoring Organization Chairperson

[Signature] \_\_\_\_\_ Date 2/13/19  
2. Center for Student Involvement (UU 204) (*Student Organizations Only*)

[Signature] \_\_\_\_\_ Date 2/13/19  
3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*)

[Signature] \_\_\_\_\_ Date 2/13/19  
4. Environmental Health & Safety (*Corporate Yard Bldg. 244*) Permit No. 19-157



# 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: Chi Epsilon      PHONE: [REDACTED]      DATE: 2/13/19

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

NAME OF EVENT: Chi Epsilon Fundraiser      LOCATION: CSULA Library South

EVENT DATE: 3/14/19      BEGIN TIME: 11:00 AM      END TIME: 2:00 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):**

This event will consist of selling Costco Wholesale (2207 W. Commonwealth Ave., Alhambra, CA, 91803) pizza and Albertson's (2400 W. Commonwealth Ave., Alhambra, CA, 91803) beverages.

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

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

**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 Wholesale

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 responsible. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED  
FEB 13 2019

DV. am

## 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.

Our organization will charge \$2 for each slice of pizza sold and \$1 for each beverage sold.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 TREASURER: [REDACTED] SIGNATURE: *Christophe Puelice* DATE: 2/13/19  
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or  APPROVED EXEMPT STATUS: CSI VERIFICATION [REDACTED]

## 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): *[Signature]* DATE: 2/13/19  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 2/13/19  
 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: 03/14/2019 Estimated Attendance: 50

Name of Event: Chi Epsilon Pizza Fundraiser

Type of Event: Fundraiser Location: Library South

Sponsoring Organization: Chi Epsilon

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

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

Access Time: 10:00 am a.m./p.m. to 11:00 am a.m./p.m.

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

2207 W. Commonwealth Ave  
Alhambra, CA 91803

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. Cheese, Pepperoni, Tomato Sauce, Bell Pepper, Italian Sausage, Dough, Bacon

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Costco Wholesale

List all beverages to be sold/served: Pepsi, Diet Pepsi, Brisk, Mountain Dew, Water

Where will beverages be prepared or purchased? Albertson's

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
Pizza will be kept in bow and drinks will be kept in a cooler

**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 (UU 204) (Student Organizations Only) Date 2/13/19

[Signature] \_\_\_\_\_  
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date 2/13/19

[Signature] \_\_\_\_\_  
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. 19-120 Date 2/13/19

COMPLE



# 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: Chi Epsilon PHONE: [REDACTED] DATE: 2/13/19

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

NAME OF EVENT: Chi Epsilon Fundraiser LOCATION: CSULA Uptown South

EVENT DATE: 3/26/19 BEGIN TIME: 11:00 AM END TIME: 2:00 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):**

This event will consist of selling Costco Wholesale (2207 W. Commonwealth Ave., Alhambra, CA, 91803) pizza and Albertson's (2400 W. Commonwealth Ave., Alhambra, CA, 91803) beverages.

**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 Wholesale

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 FEB 13 2019

BY: [Signature]

## 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.

Our organization will charge \$2 for each slice of pizza sold and \$1 for each beverage sold.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 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): *[Signature]* DATE: 2/13/19  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE: *[Signature]*

DATE: 2/13/19

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: 03/26/2019 Estimated Attendance: 50

Name of Event: Chi Epsilon Pizza Fundraiser

Type of Event: Fundraiser Location: Library South

Sponsoring Organization: Chi Epsilon

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

Time: Access Time: 10:00 am a.m./p.m. to 11:00 am a.m./p.m.  
Event Time: 11:00 am a.m./p.m. to 2:00 pm a.m./p.m.

2207 W. Commonwealth Ave  
Alhambra, CA 91803

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. Cheese, Pepperoni, Tomato Sauce, Bell Pepper, Italian Sausage, Dough, Bacon

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco Wholesale

List all beverages to be sold/served: Pepsi, Diet Pepsi, Brisk, Mountain Dew, Water

Where will beverages be prepared or purchased? Albertson's

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
Pizza will be kept in bow and drinks will be kept in a cooler

**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: 2/13/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): \_\_\_\_\_ Date: 2/13/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No. 19-155 Date: 2/10/19

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: Chi Epsilon PHONE: [REDACTED] DATE: 2/13/19

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

NAME OF EVENT: Chi Epsilon Fundraiser LOCATION: CSULA Library South

EVENT DATE: 3/28/19 BEGIN TIME: 11:00 AM END TIME: 2:00 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):

This event will consist of selling Costco Wholesale (2207 W. Commonwealth Ave., Alhambra, CA, 91803) pizza and Albertson's (2400 W. Commonwealth Ave., Alhambra, CA, 91803) beverages.

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

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

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 Wholesale

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 injuries by the University of California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

RECEIVED  
FEB 13 2019

BY: [Signature]

## 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.

Our organization will charge \$2 for each slice of pizza sold and \$1 for each beverage sold.

PRESIDENT: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 TREASURER: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19  
 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): *[Signature]* DATE: 2/13/19  
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 2/13/19

## ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 2/13/19  
 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: 03/28/2019 Estimated Attendance: 50

Name of Event: Chi Epsilon Pizza Fundraiser

Type of Event: Fundraiser Location: Library South

Sponsoring Organization: Chi Epsilon

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

Time:  
Access Time: 10:00 am a.m./p.m. to 11:00 am a.m./p.m.  
Event Time: 11:00 am a.m./p.m. to 2:00 pm a.m./p.m.  
2207 W. Commonwealth Ave.  
Alhambra, CA, 91803

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. Cheese, Pepperoni, Tomato Sauce, Bell Pepper, Italian Sausage, Dough, Bacon

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco Wholesale

List all beverages to be sold/served: Pepsi, Diet Pepsi, Brisk, Mountain Dew, Water

Where will beverages be prepared or purchased? Albertson's

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
Pizza will be kept in bow and drinks will be kept in a cooler

**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 (ULI 204) (Student Organizations Only) Date 2/13/19

[Signature] \_\_\_\_\_  
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date 2/13/19

[Signature] \_\_\_\_\_  
4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. 19-154 Date 2/13/19

# Albertsons

Store 2543 Dir Gabino Lugo  
 Main: (626) 293-7100 Rx: (626) 576-3900  
 2400 West Commonwealth Ave.  
 ALHAMBRA CA 91803

## GROCERY

MANZANITA SOL APL	4.00 B
CRV SFTDK 12PK TAX	0.60 B
<b>Regular Price</b>	<b>6.49</b>
<b>Sale Savings</b>	<b>2.49-</b>
PEPSI THROWBACK	4.00 B
CRV SFTDK 12PK TAX	0.60 B
<b>Regular Price</b>	<b>6.49</b>
<b>Sale Savings</b>	<b>2.49-</b>
LIPTON BRISK LEMON	4.00 S
CRV SFTDK 12PK NTX	0.60 S
<b>Regular Price</b>	<b>6.49</b>
<b>Sale Savings</b>	<b>2.49-</b>

TAX	0.87
**** BALANCE	14.67
Cash	20.00

CHANGE	5.33
TOTAL NUMBER OF ITEMS SOLD =	6
12/07/18 15:42 2543 52 170	8852

Propel Fitness Water or  
 Arrowhead Mountain Spring  
 Water

**\$2.99**  
 ea

Valid Jan 30 - Feb 5 (unless otherwise noted)

WHEN YOU BUY 5 OR MORE  
 PARTICIPATING ITEMS +CRV

Propel Fitness Water

6 pack, 16.9 oz. Selected varieties

or Arrowhead Mountain Spring Water

24 pack, 16.9 oz.

Single Club Price: \$3.99



REMOVE FROM LIST

Other items found



# PIZZA

COMBO, CHEESE OR PEPPERONI

SLICE

18" WHOLE

1.99

9.95