

ASI Associated Students, Inc.

Funding Request Form

"...For the Students, by the Students!"

2018-19

Necessary Documents:

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

Contact

Officer Name: _____
 Officer Title: _____
 Address: _____
 City/State/Zip: _____
 Phone & Email: _____
 Officer Signature: *[Signature]*

Organization

Club/Organization: Vietnamese Student Association
 Event Title: VSA Banh Mi Che Cal Fundraiser
 Date(s) of Event: 4/23/19 Semester Spring
 Location of Event: In front of King Hall
 Expected Total Attendance: _____ 100
 Expected Attendance of Cal State LA Students: _____ 99

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be selling Vietnamese food from Bánh Mì Chè Cali to raise funds for our events as well as recruit new members.

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

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

This fundraiser will give students alternative, delicious, and affordable food options for lunch.

Hospitality

Description	Amount
Bánh Mì sandwiches (75)	\$287.43
Eggroll(2)	\$65.70
Boba Tea	\$432.52

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: _____ 0
 Amount Requested from ASI: _____ \$785.65
 Amount from other sources: _____
 What other resources are you employing for this event? _____

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- (3) Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

All forms must have a Time Stamp and

staff initial: **SK**
 LN

19 FEB 15 PM 01:15:57



VIETNAMESE STUDENT ASSOCIATION

Bánh Mì Chè Cali Fundraiser

IN FRONT OF KING HALL

3/21 & 4/23

11-3PM

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: [Redacted] PHONE: [Redacted] DATE: [Redacted]
 EVENT CONTACT NAME: [Redacted] EMAIL: [Redacted]
 NAME OF EVENT: [Redacted] LOCATION: [Redacted]
 EVENT DATE: [Redacted] BEGIN TIME: [Redacted] END TIME: [Redacted] ESTIMATED ATTENDANCE: [Redacted]

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):

We will be selling bamiht, sandwiche, eggrolls, and bobo from Bami M'Che Cali.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: INSTA: FB: OTHER: [Redacted]
INCLUDE SITE & HANDLE Insta: csulavsa / FB: CSULA

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: [Redacted]

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.



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.

CSIP: b2m1m1 sm0w1d1 S3 por1b0b1 S1 per1 o111

PRESIDENT: _____ SIGNATURE: _____ DATE: _____
 TREASURER: _____ SIGNATURE: _____ DATE: _____

U-SU STUDENT ORGANIZATION ACCOUNT #: _____ or APPROVED EXEMPT STATUS: CSI VERIFICATION

EVENT GUIDELINES

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

- CONDUCT:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TIPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU ____" stamp must be clearly visible on the face of the posting.
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME _____ SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY) _____ DATE: 2/11/19
 ADVISOR'S NAME _____ SIGNATURE _____ DATE: 2/11/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: 2/15/19
 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



Date of Event: 3/21/19 & 4/23/19 Estimated Attendance: 100

Name of Event: VSA Banh Mi Che Cali Fundraiser

Type of Event: Fundraiser Location: In front of King Hall

Sponsoring Organization: Vietnamese Student Association

Authorized Representative [Redacted] Phone: [Redacted] Fax: _____

Time:

Access Time: 10:30 a.m./p.m. to 15:30 a.m./p.m.

Event Time: 11:00 a.m./p.m. to 15:00 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. Bánh Mì sandwiches, eggrolls

Where will this food be prepared or purchased [*Note no Home Baked/Cooked Items are Allowed*]? Bánh Mì Chè Cali

List all beverages to be sold/served: Boba milk tea, boba thai tea

Where will beverages be prepared or purchased? Bánh Mì Chè Cali

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

Coolers for the beverages and aluminum trays for the food.

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 2/11/19

3. University Auxiliary Services, Inc. (*Golden Eagle Bldg 314*) [Signature] Date 2/14/19

4. Environmental Health & Safety (*Corporate Yard Bldg. 244*) [Signature] Permit No. 19-169 Date 2/15/19

Item	Unit Price	Units	Subtotal	Tax	Total
Bánh Mì Đặc Biệt Thịt Chả	\$ 3.50	25	\$ 87.50	\$ 8.31	\$ 95.81
Bánh Mì Thịt Nướng	\$ 3.50	25	\$ 87.50	\$ 8.31	\$ 95.81
Bánh Mì Gà	\$ 3.50	25	\$ 87.50	\$ 8.31	\$ 95.81
Chả Giò/Eggrolls (50 ct.)	\$ 30.00	2	\$ 60.00	\$ 5.70	\$ 65.70
Boba Milk Tea	\$ 3.95	50	\$ 197.50	\$ 18.76	\$ 216.26
Boba Thai Tea	\$ 3.95	50	\$ 197.50	\$ 18.76	\$ 216.26
					\$ 785.66

Bánh Mì & Chè Cali

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

Tel. (626) 286-8728

Open Daily 6:30 AM – 9:00 PM

Khai Vị/ Appetizers

1. Deep Fried Fish Balls (炸魚丸).....	\$4.50
2. Deep Fried Chicken (香酥雞).....	\$4.50
3. Fried Tempura (甜不辣).....	\$4.50
4. Deep Fried Tofu (炸豆腐).....	\$4.50
Nem Tôm Cuốn/ BBQ Pork & Shrimp Rolls (3).....	\$4.95
Nem Cuốn/ BBQ Meatloaf (3).....	\$4.95
Chả Giò/ Egg Rolls (5).....	\$4.50

Phở/ Rice Noodle Soup

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

Bún/ Vermicelli

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

Cơm/Rice (Steam Rice or Fried Rice)

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

Mì / Egg Noodle Soup

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

Cháo/ Congee

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

Chè/ Dessert

** Buy 2 Get 1 Free **

\$2.25/Bowl

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

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

Giải Khát/ Beverage

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

** Buy 1 Get 1 Free **

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

(With Tapioca, Pudding, Green & Red Jelly)

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

Bánh Mì & Chè Cali

Food To Go

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

Tel. (626) 286-8728

Bánh Mì Sandwiches

Baquette

** Buy 2 Get 1 Free **

\$3.50/each

1. Đặc Biệt Thịt Chà

Ham & Meatloaf

2. Thịt Chả Giò Thủ

Ham, Meatloaf & Head Cheese

3. Chả Giò Thủ

Meatloaf & Head Cheese

4. Chả Lụa

Meatloaf

5. Thịt Nướng

BBQ Pork

6. Bì

Shredded Pork Skin

7. Nem Nướng

BBQ Meatloaf

8. Xiu Mại

Meat Balls

9. Gà

BBQ Chicken

10. Cá Mòi

Sardines

11. Bò Nướng

BBQ Beef

12. Ham Chay

Vegetarian Ham

➤ Chả Trứng Chiên/ Egg & Meatloaf..... \$3.50

➤ Bánh Mì Teriyaki/ Beef Teriyaki Sandwich..... \$3.50

Baquette

\$1.00/piece

French Rolls

\$1.00/3 rolls

Bánh Cuốn Steamed Rolls

➤ Bánh Cuốn Thịt/ Steamed Rolls with Ground Pork..... \$3.75

➤ Bánh Ướt/ Steamed Rolls with Meatloaf..... \$3.75

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

➤ Bánh Ướt (5 lbs and up)/ Steamed Rolls..... \$4.25/lb

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

Nem Cuốn Spring Rolls

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

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

Soups

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

Party Trays

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

Chicken Legs (7pcs)/Pork Chop (3pcs)/BBQ Pork (1lb)