

# Associated Students, Inc.

## Funding Request Form

### 2018-19

#### Necessary Documents:

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

#### Contact

Officer Name:

Officer Title:

Address:

City/State/Zip:

Phone & Email:

Officer Signature:

#### Organization

Club/Organization: Criminal Justice Student Association

Event Title: CJSA Fundraiser

Date(s) of Event: 03/26; 04/04 Semester Select One...

Location of Event: Front of Bookstore

Expected Total Attendance: 100

Expected Attendance of Cal State LA Students: 100

#### Event Description and Total Cost Breakdown

Briefly describe the event:

We are raising money, buy selling pizza and candy apples, in order to give back to our club members in the form of scholarships and paying for fees and trip expenses.

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

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

When students stop by to purchase the food of their choice, they can learn about CJSA, and see what the club has to offer. Especially those students who are interested in pursuing a career in law enforcement.

#### Hospitality

Description	Amount
Costco Pizza	199.00
Candy Apples (2 cases)	40.00
Soda (3 cases)	20.94
Water (2 cases)	5.36

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
Full 6' Throw Tablecloth	299.00

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$0.00 564.00

Amount Requested from ASI: 564.00

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

2018 APR 15 AM 11:13:10

# **CJSA FUNDRAISER**

**COME AND ENJOY SOME SCRUMPTIOUS PIZZA  
AND CANDY APPLES!!**

---

**03/26 & 04/04**

Location: Main Walkway in front of Bookstore

Time: 11:00- 3:00

---

All money raised goes towards scholarships and field trips



**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: Crim Justice Student Association PHONE: [REDACTED] DATE: 03/07/19  
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]  
NAME OF EVENT: CJSA Fundraiser LOCATION: Front of Bookstore  
EVENT DATE: 03/26 04/04 BEGIN TIME: 1100 END TIME: 1500 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: [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):

Our club will be selling pizza, chips, candy apples, and drinks to raise money for our club.

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 (pizza), Ralphs (drinks), California Snack Foods (candy)

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

Initials

EMS

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.

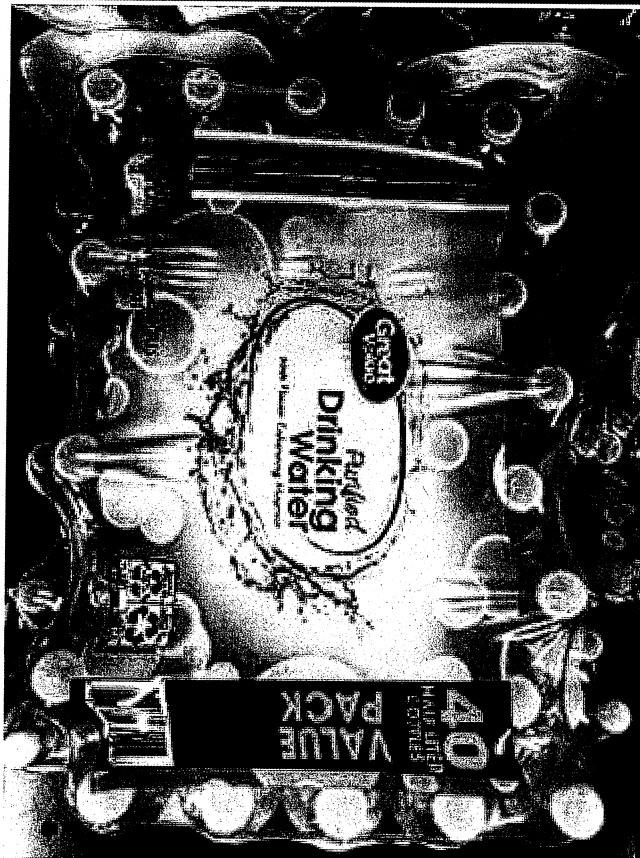
BY: .....





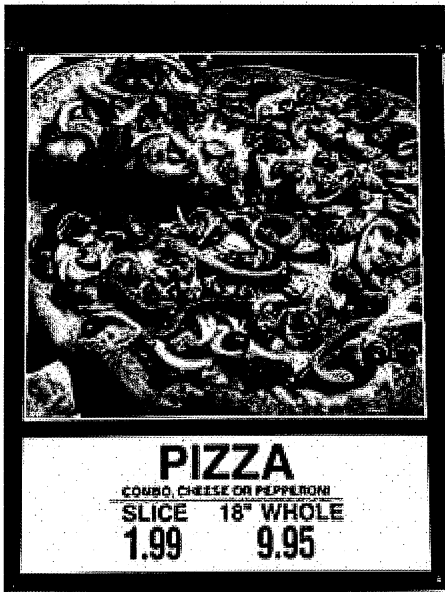
Pepsi 12 Pack Soda (\$6.98)

Purchasing 3 Cases Total=\$20.94



Great Value Water 40 Pack (\$2.68)

Purchasing 2 Cases Total= \$5.36



Costco Pizza (\$9.95 each)

20 Boxes Total

10 boxes for 03/26

10 boxes for 04/04

Total=\$199.00

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 03/26/19 & 04/04/19 Estimated Attendance: 100  
Name of Event: CJSA Fundraiser  
Type of Event: Fundraiser Location: Front of Bookstore  
Sponsoring Organization: Criminal Justice Student Association  
Authorized Representative: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time:

Access Time: 1030 a.m./p.m. to 1500 a.m./p.m.  
Event Time: 1100 a.m./p.m. to 1500 a.m./p.m.

Costco: 2207 W. Commonwealth Ave  
Alhambra.

Ralphs: 330 N Atlantic Blvd. Alhambra.

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, Candy Apples, Chips, and Drinks (soda, water)

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco, Ralphs, and California Snack Foods

List all beverages to be sold/served: Pepsi drinks and water

Where will beverages be prepared or purchased? Ralphs

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Ice chest and insulated bag for pizza

**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 03/07/19  
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) [Signature] Date 3/7/19  
4. Environmental Health & Safety (Corporate Yard Bldg. 244) [Signature] Permit No. 19-242 Date 3/11/2019



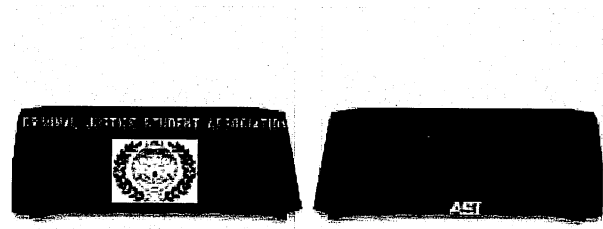
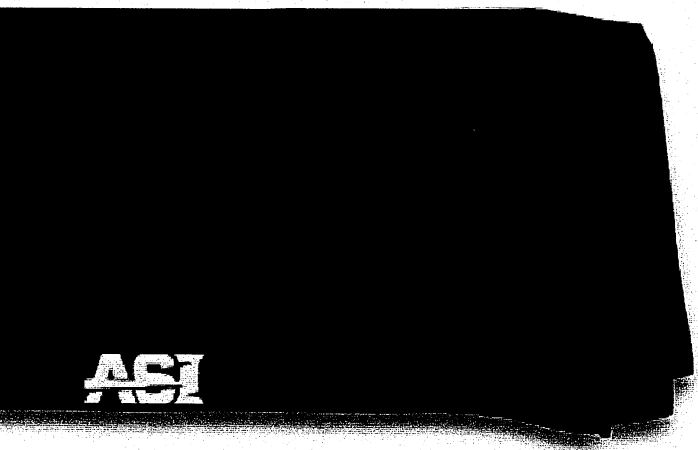


Your All-Inclusive Price

\$299.00 (1 Item)

\$299.00 total

Guaranteed by Friday, Apr. 5th with FREE 3-Week Delivery!



Printing: 2 color front, 1 color back

Full Color 6' Throw Tablecloth  
Color: Black

Buy more, save more! Order 10 items \$229.32 each, or 20 items and pay \$ Money Saving Tips

FREE Shipping to Los Angeles, CA (Applicable tax may apply during checkout)

Buy Now Save D

6' Throw Tablecloth



**CALIFORNIA SNACK FOODS**

Home

Products

Machine Sales &  
Rentals

Contact  
Us

f

## Price List

California Snack Foods, Inc.  
2131 N Tyler Ave. South El Monte, CA 91733  
Monday-Friday 8am-5pm Saturday 8am-12pm  
(626) 444-4508

## KARM'L DAPPLE

\*Red Caramel with Crunch is available for walk in customers. All other apple combinations require a 24 hour advanced order. Saturday orders must be placed by Thursday @ 4:30 pm\*

Red Caramel-24 count

Brown Caramel-24 count

\*Crunch

\$20.00

Crunch

\$20.00

Peanut

\$20.00

Peanut

\$20.00

