Associated Students, Inc. EFunding Request Form

■ Event Flyer w/ ASI Logo CSI Event Reg. Form ..For the Students, by the Students!" 2018-19 □ Estimates / Food Permits Organization Contact ■ Event Estimates / Invoices Club/Organization: CSSA Officer Name: Event Title: Chinese Lunar New Year Fair Officer Title: Semester Spring Date(s) of Event 3/15/2019 Address: Location of Event: The Pit City/State/Zip: 85 Phone & Email: Expected Total Attendance: 80 Expected Attendance of Cal State LAStudents: Officer Signature: **Event Description and Total Cost Breakdown** Is the event open to all Cal State LA students?: Yes Briefly describe the event: How will this program enhance the Cal State LA experience?: We are offering free admission for all CSULA students who signed up for the event. Catering food will be provided by This event is mainly for Cal State LA students, we Beijing Restaurant. Shows will perform by CSULA students. In highly encourage CSULA students especially addition, students will receive raffle prizes at the end of the freshmens to get involved. event. This event is based on Chinese Lunar New Year culture. giving apportunities for students to learn chinese culture **Honoraria/Contracts** Hospitality Description Amount Description Amount The Pit Reservation \$150.00 **Beijing Restaurant Catering** \$564.86 \$84.42 Snacks **Drinks** \$49.19 Marketing Other Description **Amount** Description **Amount** Raffle Prize (Amazon Gift Cards) \$250.00 Raffle Prize (Monitor) \$177.90 For Office Use Only • Do Not Write Below **Event Summary** × \$1,216.37 Important: Total Cost of Event: (1) All Funding Request Forms must be turned in by 12 PM \$1,276.37 Amount Requested from ASI: Friday, the week before the Funding Sub-Committee Meetings. (2) Additionally, funding request forms must be turned in no less Amount from other sources: than 10 business days (2 weeks) prior to the event. (3) Deadline for Request for Payment or Purchase Order (RPP) is What other resources are you employing for this event? 15 days after the event. All forms must have a Time Stamp and All All Stamp

staff initial: リメ

Necessary Documents:

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

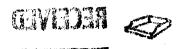
reservation confirmation process has been completed for on campus events. Signatures must be completed in blue or black ink.

NAME OF ORGANIZATION:	Thinese Student & Scholar	Association PHONE		DATE: 03/15/2019
EVENT CONTACT NAME:			EMAIL:	
NAME OF EVENT: Chines	e Lunar New Year Fa	LOCATIO	N: The Pit	
EVENT DATE: 03/15/2019	BEGIN TIME: 3 or pm EN	DTIME: 9:00 pm ES	TIMATED ATTENDANCE:	170
PROCEEDS TO BENEFIT DANCE/PARTY OTHER: White	RSITY'S GENERAL RELEASE WILL BE F EDUCATIONAL PROGRAM SOCIAL PROGRAM	SPIRITUAL PROGRAM COMMUNITY SERVICE SPEAKER/PANEL	RECREATIONAL P	
SPORTS ACTIVITY OR CO BONFIRE AMPLIFIED SOUND	MPETITION BEACH/FOREST/F INDOOR/OUTD ANIMALS IT BELOW (INCLUDE ALL ACTIVITI	PARK CLEAN-UP OOR COOKING	INTERNATIONAL TRAV	TOPY
Activities for celebration New - Electronic Clan - Lucky Ped Er	rating Chinese Lunar Year Couplet Wall Game	New Year Fair Stider - Sin - Wi - Fo	ig and Dance 3h Tree for Me and Drinks	ew Year Offer
WHO WILL BE INVITED? (CHI	PRINTED POSTERS/FLIERS SOCIAL NOCLUDESS ECK ALL THAT APPLY): CAL STATE LA COMMUNITY PRINTED POSTERS/FLIERS SOCIAL NOCLUDESS NOC	TE&HANDLE WECKOT	. GENERAL PUBL	Barancas
weekly email by the Center		· · · · · · · · · · · · · · · · · · ·	NOT WISH FOR MY EVEN	· ·
(If yes, please complete stateme	IISSION CHARGE, REGISTRATION FEE ent regarding proceeds to benefit tra NO YES (If yes, please atta	ensactions on the back of this fo	orm)	TION? NO YES
WILL THE EVENT HAVE SECU				\$ A
WILL FOOD BE SERVED AT T IF YES, WHO WILL PROVID A completed food permi	, , , , , , , , , , , , , , , , , , ,	ERING X OTHER: Beijing	<i>(</i>)	Costico & 99 ranch Catering. Supermeifled
WILL ALCOHOL BE PRESENT	AT THE EVENT? NO YES.	Please attach a completed (This form may take up to two		
If so, please a	RESTAURANT/VENUE WHERE ALCOHO ffirm organization members and BE NOTIFIED ABOUT THE EVENT (DLIS AVAILABLE? NO guests will not consume alco	YES Initials phol. PLE TRA YES, PL	ASE LIST 2 TIPS and SVPT INED MEMBERS ON PAGE 2. EASE PROVIDE WHO
	ZATION WANT TO PURCHASE SPE		Survey Survey	EINVITED ON PAGE 2. YES
the University-Student Union.	organization events are not covere Student organization officers or the nce for a particular event, please con	advisor may be held personall	e by California State Univ y liable. If the student org	ersity, Los Angeles or anization would like to

As officers of the organization as person. We als	is recognized student a whole. Further, it is o affirm that all proce	organization at Cal State LA affirmed that no proceeds eds transactions for this eventudent Organization Funds fit the organization. Please	A, we affirm that all or assets of this or ont will comply with a Administration Po	I proceeds raised o ganizations will accon all University policy. Describe the	r assets assigned will I rue to the benefit of a ies and procedures in admission charge, re	cluding but not limited t gistration, participation	o ICSUAM
PRESIDENT:			SIGNATU SIGNATU	RE:		DATE:	
TREASURER: U-SU STUDENT	ORGANIZATION AC	COUNT #:		or	APPROVED EXEMPT	STATUS: CSI VERIFICATI	ОИ
The following to comply wi	th any of the follow	vided for the benefit of the ing guidelines may resulucilities. More information	t in disciplinary	online in the Stude	ent Organization Ha	andbook.	
CONDUCT:	The organization assu	mes full responsibility for the osciplinary action by the Cente	conduct of participa r for Student Involve 119 - Alcoholic Bey	nts at the event. Any ement or Student Cor verages, any event	violation of University p nduct. (on or off campus) th	olicy may subject the parti at involves the consump	tion of
ALÇÖHQL:	alcoholic beverages Beverages form in a Approved alcohol c members and two S guidelines may be	requires authorization fror ddition to this Event Regis onsumption events and eve exual Violence Prevention enforced.	n the University. Y tration Form. Plea ents held where a & Resources Trair	our organization m se allow at least 3 v Icohol is available (i ned (SVPT) member	nust complete and sur weeks for this form to but will not be consu- rs to be in attendance	be reviewed by the Unmed) require at least two of the entire event. Ac	versity. TiPS certified
PUBLICITY:	marketing registered been registered. All VALID THRU" s	Il must comply with Univers d events are required to be printed material may be p tamp must be clearly visibl	stamped by CSI posted for up to a pe e on the face of the	orior to their applications of to their applications of fourteen (*) ne posting.	14) calendar days. Fo	r student organizations,	the "POSTING
GENERAL RELEASE:	to comply with all in	quire the use of general rele nstructions provided by CSI	, including submit	ting all completed	forms and requested	documents.	
FOLLOW AL	RE BELOW INDICATE	ES THAT I WILL TAKE RESP ORTH BY THE UNIVERSITY TION BASED ON MY ORGA	PONSIBILITY TO E '. I ACKNOWLEDG NIZATION'S RECO	NSURE THAT THE E SE THAT THIS EVEN DIGNITION STATUS.	EVENT WHICH MY OF IT AND ANY ASSOCI	RGANIZATION IS SPONS	ORING WILL SERVATIONS
STUDENT (ORG. OFFICER'S N	and the second s	SIGNATURE	(PLEASE USE BLUE O	OR BLACK INK ONLY)	02/25/26	19
ADVISOR'S	NAME		l W	rfu d	vrn i	02/261	2019
CENTER	FOR STUDENT IN	KNOWLEDGM VOLVEMENT (U-SU 20 OGNIZED BY THE UNIVER	(4)	R OFFICE SIGNATURE	USE ONLY	2/28/1	
ASSISTA	NT DEAN OF STU	DENTS: WELLNESS & E RED FOR ALL PARTICIP	NGAGEMENT	YES DATE.	REQUIRED:		
	CATIONS: UCAFFAIRS	DATE:	in Demonstration (ATHLETICS		DATE:	

FACILITIES USE COORDINATOR

U-SU BUSINESS OFFICE



NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

DATE: ..

DEPT. OF PUBLIC SAFETY

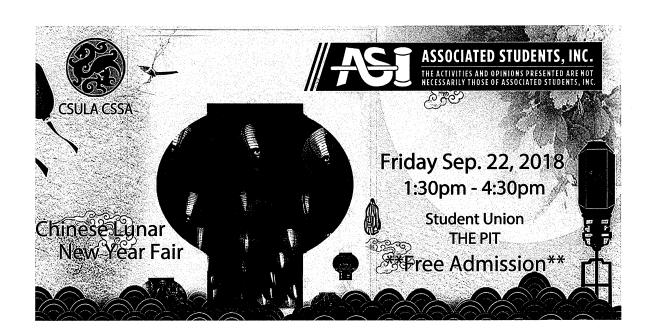
DATE:

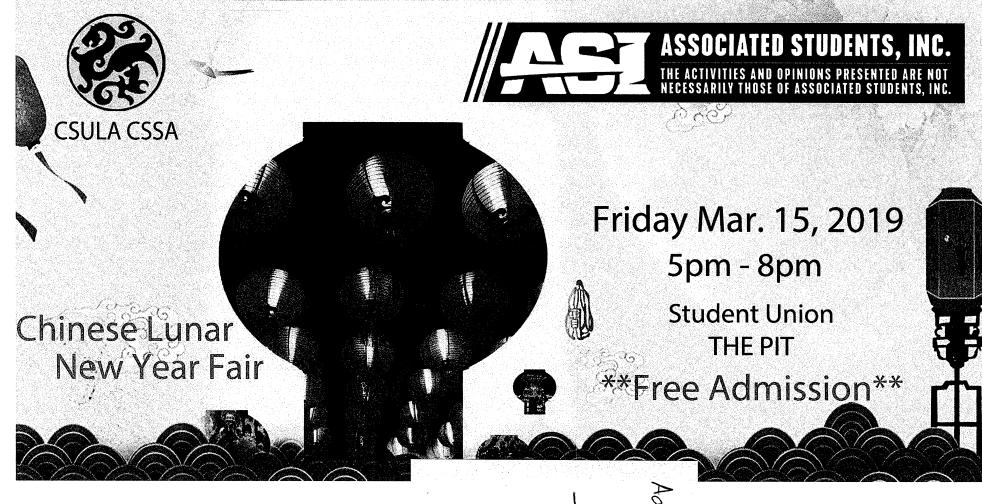
CALIFORNIA STATE UNIVERSITY, LOS ANGELES TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

ī	Date of Event: 03/15/2019		Estimated Attendance:	130
	Name of Event: Chinese Lunar New	Year Fair		
	Type of Event: Culture & Festival		The Pit	
	Sponsoring Organization: <u>Changese Student</u>	& Scholar	Association	
	Authorized Representative:	Phone:	Fax:	
	Fime:	1 100001		
	Access Time: a.m/p.m to	5 a.m.(p.m)		
	Event Time: a.m.(p.m. to	2 a.m. p.m		
,	Type of Food Service:		(Duratile and market me	and address in space
	Bake Sale Snacks Food S		(Provide caterer's complete na above this box; see Paragraph Facility Guidelines for further	6.2(e) in Temporary Food
		(describe below)	16	Och Dochie
	Describe Other: Food Purchase from		ranch Supermarket	, & Beijing Rostwa
]	List all food and potentially hazardous food (see Tempora ngredients), use back of page if necessary.	Snack, Chinese	elines for definition) items to	be sold/served (include
ægi	Where will this food be prepared or purchased [Note no hang Restaurant, 250 W Valley Blue, San Garages to be sold/served: Papsi, 7-up, 10 Where will beverages be prepared or purchased?	admet, Ch p red Tea, Tuice. W Commonwault	399 ranch 10 Monter Ch Ave, Alhambra,	Market, 771 W Gran ey Park, CA 9175 CA 91803
	Agreement: For the privilege of selling foods and/or beven handling orientation (offered at the beginning of Fall and Temporary Food Facility Guidelines governing food sales and/or beverage selling/serving privileges and possibly di	Spring quarters), agrees or service. Failure to	es to read, understand, and co	mply with the CSLA
	Insurance: (Student Organizations Only) As a prerequisite coverage from the Associated Students, Inc. (ASI) at least Student Organization's activity in its insurance policy. The proof of ASI insurance.	t two weeks prior to th	e event date and ASI agrees t	o include the Sponsoring
	No liability will be assumed by California State Universervices for any food or beverage the sponsoring orgas submitted at least 10 days prior to the activity for proper revent date.	nization provides to t	the campus community. Th	is permit should be
	All signatures shall be obtained in the following <u>order</u>	. Student organization	is need <u>all</u> signatures; other or	ganizations 1, 3 and 4 only
	, 11			
	1. Signature of Sponsoring Organization Chairperson		Authorized Representative	to be present at event
	Vio Br		2	27-19
				L.
	2. Center for Student Involvement (UU 204) (Student Organical)	ganizations Only)	. · · · · · · · · · · · · · · · · · · ·	Date
	2. Center for Student Involvement (UU 204) (Student Org	ganizations Only)		
	and and			
	2. Center for Student Involvement (UU 204) (Student Orgon, 1988) 3. University Auxiliary Services, Inc. (Golden Eagle Bldg)			2/27/19





ddithonal Document

119 MAR 4 PKL:29:50

Sun Chips Multigrain Snack Bags Variety Pack 1.5 oz, 30-count

Item 571548



Your Price

\$13.99

\$3.00

Delivery Fee 🛭 Price Per BAG: \$0.47

2 Business Day Delivery When Ordered by 12pm No Separate Delivery Fee With Orders Of \$75 Or More

May Be Available In-Warehouse 0

Features:

- Variety pack: 8-French Onion, 8-Harvest Cheddar, 7-Garden Salsa, 7-Original
- 45 oz. Total Net Weight
- No MSG, No Preservatives, No Artificial Flavors
- · Made with All Natural Ingredients

Oty

Add to Cart

Sprite 12 fl. oz, 12-count

Item 439432



\$5.79

Delivery Fee 0

\$3.00

Price Per EACH: \$0.48

2 Business Day Delivery When Ordered by 12pm No Separate Delivery Fee With Orders Of \$75 Or More

May Be Available In-Warehouse 0

Features:

- · Lemon-Lime Soda
- 100% Natural Flavors
- 144 oz. Total

Add to Cart



Coke 12 fl. oz, 12-count

Item 439398

Your Price

\$5.79

Delivery Fee 0

\$3.00

Price Per EACH: \$0.48

2 Business Day Delivery When Ordered by 12pm No Separate Delivery Fee With Orders Of \$75 Or More

May Be Available In-Warehouse 0



- Kosher
- 144 oz. Total

Add to Cart







Amazon.com Gift Card in a Black Gift Box (Classic Black Card Design)

Amazon

*** ** 657 customer reviews | 17 answered questions

Price: \$25.00 uprime

Gift amount (\$25 - \$2,000):

\$25 \$150 \$100 \$ Other

In Stock.

Want it TODAY, Aug. 17 to 91755? Order within 8 hrs Z mins and choose Same-Day Delivery at checkout.

Ships from and sold by ACI Gift Cards LLC., an Amazon company.

- Gift Card is nested inside a specialty gift box
 Gift Card has no fees and no expiration date









Electronics / Computers / Laptops / Laptop Accessories / Computer Monitors / Computer Monitors







SCEPTRE 27" Curved LED Monitor Full HD 1080P HDMI DisplayPort VGA Speakers, Ultra Thin Brushed Metallic, 1800R immersive curvature

**** 13 reviews Sceptce Walmart # 565679086

\$156.99 List \$209.99

Free shipping

Arrives by Wednesday, Mar 6 Options

Free pickup Wed, Mar 6

Ships to Rosemead, 1827 Walnut Grove Ave Options

Add a Walmart Protection Plan powered by Allstate

2 Year - \$16.00

3 Year - \$22.00





2-Day Delivery Current Order: \$0.00 | Add \$75.00 More to Avoid Delivery Fee

Delivery ZIP Code: 91754 Change Lists | Reorder Home / Grocery & Household / Water & Beverages / Juice

2-Day Delivery

GatoradeThirst Quencher, All-Stars Variety Pack, 12 fl oz, 28-count

Item 820898

Your Price

\$15.99

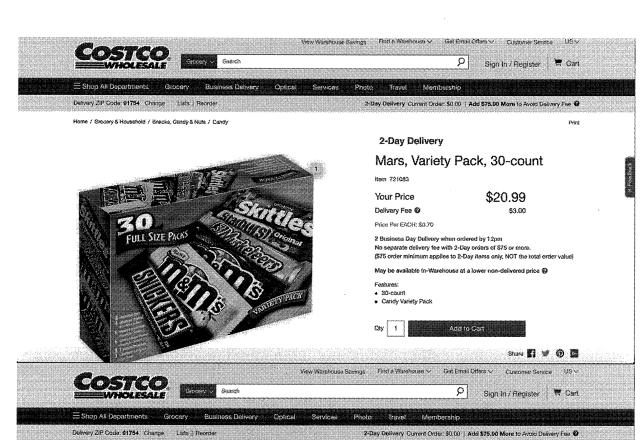
Delivery Fee O

Price Per EACH: \$0.57

2 Business Day Delivery when ordered by 12pm No separate delivery fee with 2-Day orders of \$75 or more. (\$75 order minimum applies to 2-Day items only, NOT the total order

May be available in-Warehouse at a lower non-delivered price 🧔





Home / Grocery & Household / Snacks, Candy & Nuts / Candy

2-Day Delivery

Welch's Fruit Snacks, Mixed Fruit, 0.9 oz, 80-count

Item 919157

Your Price

Delivery Fee 0

\$3.00

\$12.49

Price Par PACKAGE: \$0.16 2 Business Day Delivery when ordered by 12pm

No separate delivery fee with 2-Day orders of \$75 or more. (\$75 order minimum applies to 2-Day items only, NOT the total order value)

Features: • Fat Free

· Gluten Free

No Preservatives
 72 oz. Total Net Weight

同顺居 - Beijing Restaurant

Sesame Paste Pancake	\$899	× 5
Beijng Lan Long	\$6.99	* 4
Fred flow	\$6.99	XY
Fried Dough Drops	\$6.99	XX
Climse Pina	\$6-29	XX
Sache Meat Pre	6798	x 6
Fred Streed North	4897	× 3
Pringings (Pork)	\$7.99	× 6
Dumpings (tamb) RANT	F7.98	× 2
Dumplings (Boef)	\$798	× 3
Chinese Pie	\$698	×J
hunding meat pre	\$7.919	x 6
Tang Huo Shaw	\$1.50	× 20
Lvda gan	\$ 899	×4
pea flour cake	\$6.99	
		· · · · · · · · · · · · · · · · · · ·

同顺居 - Beijing Restaurant

Sesame seed cafe XIS Sticky Pice in red jujube Pork noth paneake

Reservation Policy for the Pit:

Recognized clubs and organizations may reserve The Pit for social events. Approved Event Registration Form must be submitted at time reservation is confirmed.

The Pit can be reserved on the following days and times:

Monday – Friday

7:00pm - 9:00pm

Saturday

9:00am - 5:00pm

Closed for finals week and summer intersession

Personnel Fee -

\$15.00/hour

No 1/2 Hour increments

2 hour minimum

What will be provided:

Use of the facility with existing furnishings only

• Use of the PA system (iPod or MP3 player compatible)

• Use of projection television (viewing use only)

Additional things to know:

- Personnel Fees are not optional
- Public Restrooms located adjacent to the Pit location
- Food and drink may be brought in (permit required) at no additional cost, excluding alcoholic beverages
- Decorations may be displayed during your event but must be taken down and properly discarded before departure. Blue painters tape must be used at all times

\$ 25/hr x 6 hrs = \$ 150 *Super Saver Package \$25.00/hour will include the following:

- Personnel Fees
- Use of Pool Tables
- Use of Table Tennis Tables
- Use of Foosball Table
- Use of Xbox 360 consoles (including games)

Please note: Facility is to be used as is. No additional U-SU equipment can be requested or will be provided.

Reservation Policy for the Pit:

On Campus Departments may reserve The Pit for social events.

The Pit can be reserved on the following days and times:

Saturday

9:00am-5:00pm

Closed for finals week and summer intersession

Rental Fee -

\$100.00 (for up to 4 hours)

Personnel Fee -

\$15.00/hour

*Equipment Fee -

\$25.00/hour (optional)

No 1/2 Hour increments

2 hour minimum

What will be provided:

- Use of the facility with existing furnishings only
- Use of the PA system (iPod or MP3 player compatible)
- Use of projection television (viewing use only)

Additional things to know:

- Rental and Personnel Fees are not optional
- Public Restrooms located adjacent to the Pit location
- Food and drink may be brought in (permit required) at no additional cost, excluding alcoholic beverages
- Decorations may be displayed during your event but must be taken down and properly discarded before departure. Blue painters tape must be used at all times

*Equipment fee of \$25.00/hour will include the following:

- Use of Pool Tables
- Use of Table Tennis Tables
- Use of Foosball Table
- Use of Xbox 360 consoles (including games)

Please note: Facility is to be used as is. No additional U-SU equipment can be requested or will be provided.

Catergories	Vendor	Item	Price	count	Tax and Fee	Final Price Plus Tax	7
Snacks	Costco	Sun Chips Multigrain Snack Bags Variety Pack	\$ 13.99	2	1.09	\$ 30.50	1
		GatoradeThirst Quencher, All-Stars Variety Pack, 12 fl oz, 28-cour	\$ 15.99	1	1.09	\$ 17.43	
		Mars, Variety Pack, 30-count	\$ 20.99	1	1.09	\$ 22.88	
		Welch's Fruit Snacks, Mixed Fruit, 0.9 oz, 80-count	\$ 12.49	1	1.09	\$ 13.61	
						\$ 84.42	Total
Drinks	Costco	Sprite 12 fl. Oz, 12-count	\$ 5.79	2	1.09	\$ 12.62	
		Coke 12 fl. Oz, 12-count	\$ 5.79	2	1.09	\$ 12.62	
		Kirkland Signature Premium Drinking Water 40/16.9 oz	\$ 2.99	2	1.09	\$ 6.52	
		GatoradeThirst Quencher, All-Stars Variety Pack, 12 fl oz, 28-cour	\$ 15.99	1	1.09	\$ 17.43	
						\$ 49.19	Total
Raffle Prize	Amazon	Gift Card \$25 (10)	\$ 25.00	10	1	\$ 250.00	
w	Walmart	Sceptre 27" LED Monitor	\$ 156.99	1	1.1332	\$ 177.90	
						\$ 427.90	Total
Catering	Beijing Restaurant	70 people catering	\$ 564.86	1	1	\$ 564.86	1
Reservation	CSI	The Pit Reservation	\$ 150.00	1	. 1	\$ 150.00	1

1,276.37 Event Total