

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: Public Relations Student Society of America
 Event Title: California Donut Fundraiser
 Date(s) of Event: 03/27/2019 Semester Spring
 Location of Event: Main Walkway (Student Bookstore)
 Expected Total Attendance: 35-50
 Expected Attendance of Cal State LA Students: 35-50

Event Description and Total Cost Breakdown

Briefly describe the event:

PRSSA will be selling coffee and donuts to raise money for our organization. The prices range from \$2 -\$4

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

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

We are teaching active PRSSA members how to set up an event, delegate responsibilities, and raise and manage money.

Hospitality

Description	Amount
4 dozen California Donuts (with tax)	\$99.00
2 Cafe de olla carafe (with tax)	\$49.00

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event: \$148.00
 Amount Requested from ASI: \$148.00
 Amount from other sources: _____
 What other resources are you employing for this event?

N/A

For Office Use Only • Do Not Write Below

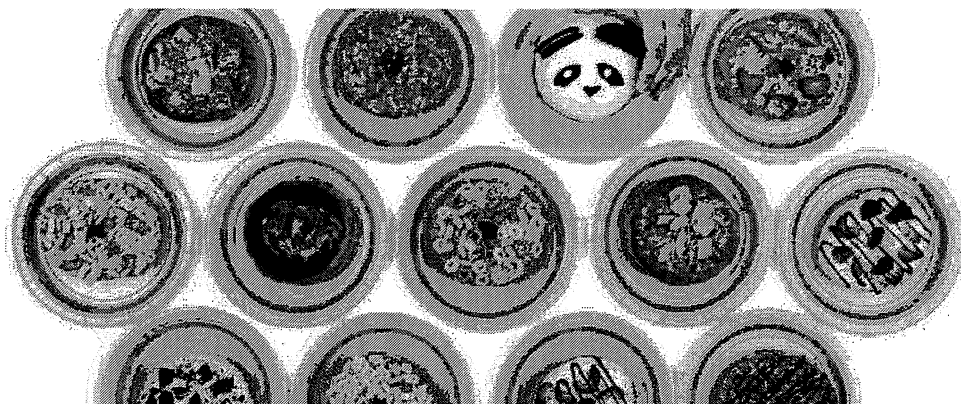
Important:

- (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

19 MAR 14 4:47:27



Café + Donuts

BY PRSSA WITH SUPPORT FROM
CALIFORNIA DONUTS & LA MONARCA BAKERY

DETAILS:

March 27, 2019 11:30a - 3:30p

Main Student Walkway (student bookstore)

Café de olla from La Monarca Bakery

Specialty donuts from California Donuts

\$4 Café + Donut Combo

Don't forget to tag @PRSSACalStateLA
on all your Insta photos ☐



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: **Public Relations Student Society of America (PRSSA)** PHONE: [REDACTED] DATE: **3/7/19**
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: **California Donut Fundraiser** LOCATION: **Main Walkway**
EVENT DATE: **03/27/2019** BEGIN TIME: **11:30** END TIME: **3:30** ESTIMATED ATTENDANCE: **35-50**

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):

PRSSA will have a table set up on the main walkway and will sell coffee and donuts to raise funds.

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

- ☐ PRINTED POSTCARDS ☐ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: **instagram.com/prssacalstate** ☐ 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: **California Donuts**

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

OM

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

STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS

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

We are charging anywhere from \$2 -\$4 per donut. We will be selling both traditional donuts and specialty donuts. We will also sell coffee at \$2 per cup

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: 3/8/19
TREASURER: [REDACTED] SIGNATURE: [REDACTED] DATE: 3/8/19
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

SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)

DATE:

ADVISOR'S NAME

3/8/19
3-8-19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

3/13/19

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

Print Form

Clear Form

Date of Event: 03/27/2019 Estimated Attendance: 50

Name of Event: California Donut Fundraiser

Type of Event: Fundraiser Location: Main Walkway (Student Bookstore)

Sponsoring Organization: Public Relations Student Society of America

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

Time:

Access Time: 11:30 am a.m./p.m. to 3:30 pm a.m./p.m.

Event Time: 11:30 am a.m./p.m. to 3:30 pm a.m./p.m.

California Donuts
3540 W. 3rd St.
Los Angeles, CA 90020

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. _____

Donuts (some contain nuts, bacon, cereal, cinnamon, and dairy) Coffee (sugar, powder creamer, and cinnamon)

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

List all beverages to be sold/served: Coffee

Where will beverages be prepared or purchased? Purchased

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

Coffee and donuts will be kept in their boxes to keep them fresh.

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

Authorized Representative to be present at event

2. Center for Student Involvement (UU 204) (Student Organizations Only)

Date

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)

Date

4. Environmental Health & Safety (Corporate Yard Bldg. 244)

Permit No.

Date

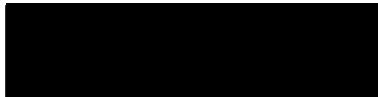


California Donuts
www.cadonuts.com
eatdonuts@cadonuts.com
213-385-3318

3540 W 3rd St
Los Angeles, CA 90020
United States

INVOICE

Invoice Number **6844**
Invoice Date **Fri Feb 22, 2019**
Due Date **Sat Mar 9, 2019**
Balance Due **\$49.50**
Pick Up Date **Wed, 3/13/19**
Pick Up Time **10:00 AM**



Item	Description	Unit Cost	Quantity	Line Total
Classic Donuts:	1 - Matcha Green Tea 1 - Toasted Coconut 1 - Classic Glazed 1 - Lemon Filled 2 - Pink D'ohnut	\$1.25	6	\$7.50
Specialty Donuts:	2 - M&Ms 2 - Froot Loops 2 - Fruity Pebbles 2 - Lucky Charms	\$2.00	8	\$16.00
Specialty Donuts:	1 - Strawberry & Nuts 1 - Maple Bacon 2 - Reeses 3 - Panda 3 - Chocolate Bacon	\$3.00	10	\$30.00

Terms

Your order will be confirmed and scheduled when the invoice has been paid. Please submit your payment no later than 3pm PST by the due date indicated above.

All orders to be 100% refunded if cancelled at least 24 hours before the order date/time.

Sorry, no refunds for no shows or same day cancellations.

Thank you!

Subtotal	\$53.50
Discount	\$4.00
Paid To Date	\$0.00
Balance Due	\$49.50



HOME

MENU

CUSTOM

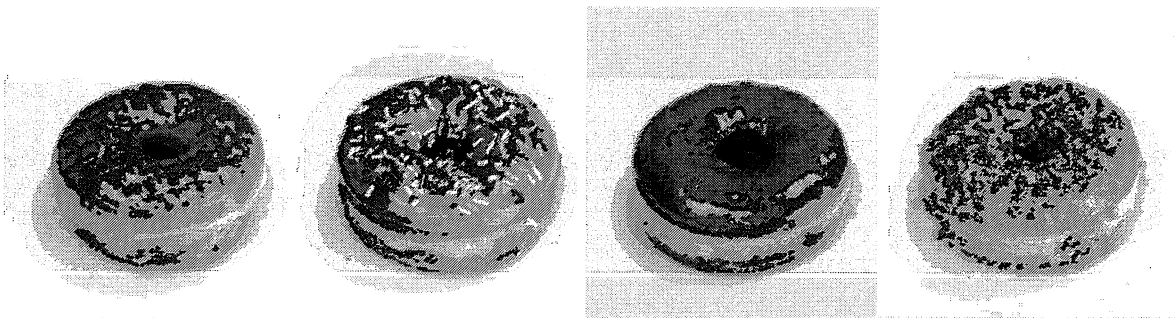
MERCH

ABOUT


CONTACT

—

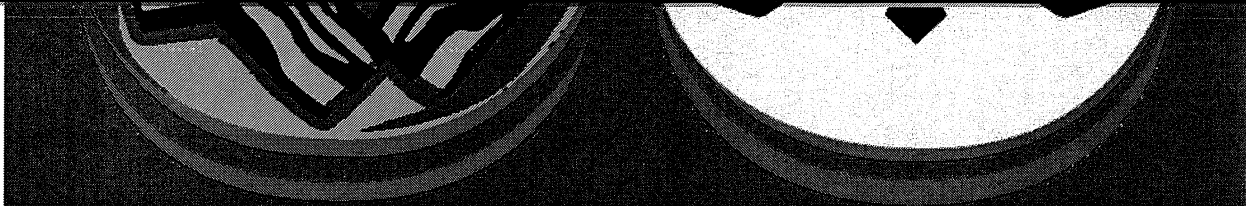
Classic Donuts



- Boston Cream
- Raspberry Filled
- Lemon Filled
- Matcha Green Tea
- Blueberry Cake
- Devil's Food (Chocolate / Fruity Pebbles / Peanuts / Rainbow Sprinkles)
- Cake Donut (Fruity Pebbles / Rainbow Sprinkles / Crumbs / Cinnamon Sugar / Powdered Sugar)
- Bar (Chocolate / Maple)




HOME MENU CUSTOM MERCH ABOUT CONTACT



SPECIALTY'S

\$2, \$2.50, OR \$3 EACH





BEVERAGE CARAFES

(15 Servings)

Organic Coffee (Regular or Decaf) - \$18.50 | Café de Olla - \$24.50

Hibiscus-Mango Iced Tea - \$17.50 | Fresh Squeezed Orange Juice - \$26

Cold Brewed Café de Olla - \$30

La Monarca Bakery
5700 E. Whittier Blvd.
Commerce, CA 90022