

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

Officer Name:

Officer Title:

Address:

City/State/Zip:

Phone & Email:

Officer Signature: *[Signature]*

Organization

Club/Organization: Society of Hispanic Engineering and Science Students

Event Title: Noche de Ciencias

Date(s) of Event: March 29, 2019 Semester Spring

Location of Event: Woodrow Wilson High School

Expected Total Attendance: 150

Expected Attendance of Cal State LA Students: 50

Event Description and Total Cost Breakdown

Briefly describe the event:

We will be bringing professionals from the STEM industry to talk with Wilson's families about what STEM is and the opportunities out there. Different clubs and organizations from Cal State LA College of Engineering will be showing off their projects and events and we will have a financial aid workshop.

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

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

Student organizations at Cal State LA will have a chance to showcase their clubs and projects at the event. Those student organizations will also have a chance to recruit potential Cal State LA students.

Hospitality

Description	Amount

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
T-shirts	\$1,600.00
Food and Drinks	\$236.00

Event Summary

Total Cost of Event: \$1,836.00

Amount Requested from ASI: \$1,500.00

Amount from other sources: \$336.00

What other resources are you employing for this event?

We will be getting the rest of the required funding from our fund raised money that we obtained last semester.

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*

15 APR 15 AM 11:43:40

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: Society of Hispanic Engineering and Science Students PHONE: [REDACTED] DATE: 3/13/19
EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]
NAME OF EVENT: Noche De Ciencias LOCATION: Woodrow Wilson High School
EVENT DATE: 3/29/19 BEGIN TIME: 5 PM END TIME: 9 PM ESTIMATED ATTENDANCE: 150

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):

To better serve our community, we will be bringing professionals from the STEM industry to talk with Wilson's families about what STEM is and the opportunities out there. During the first hour, the different clubs and organizations from Cal State LA College of Engineering will be showing off their projects and events. We will also be having a financial aid workshop called "Paying for College". Noche de Ciencias will be an opportunity to display our university's College of Engineering, Computer Science and Technology.

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

- ☐ PRINTED POSTCARDS ☐ PRINTED POSTERS/FLIERS ☒ SOCIAL MEDIA: Instagram @shpe_calstatela ☐ 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: La Princesa Bakery

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 [REDACTED]

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.



RECEIVED

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.

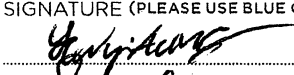
PRESIDENT:		SIGNATURE:	DATE:
TREASURER:		SIGNATURE:	DATE:
U-SU STUDENT ORGANIZATION ACCOUNT #:		or	APPROVED EXEMPT STATUS: CSI VERIFICATION

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:
		2/27/19
ADVISOR'S NAME		3/4/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

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

Print Form

Clear Form

Date of Event: March 29, 2019 Estimated Attendance: 150

Name of Event: Noche de Ciencias

Type of Event: Community Outreach Location: Woodrow Wilson High School

Sponsoring Organization: SHESS Cal State LA

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

Time: Costco: 6333 Telegraph Rd, Commerce, CA 90040

Access Time: 4:30 a.m./p.m. to 9:30 a.m./p.m.

Event Time: 5:00 a.m./p.m. to 9:00 a.m./p.m.

Princess "La Princesa" Bakery
7910 Atlantic Ave # D, Cudahy, CA 90201

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. Empanadas - Chicken

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

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? Costco

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

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

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

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

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

Permit No. 19-266

3/14/19

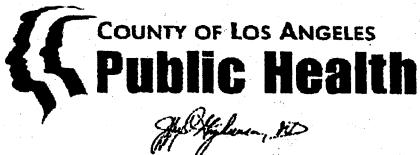
Date

3/14/19

Date

3/14/19

Date



Jeffrey D. Gunzenhauser, M.D., M.P.H.
Interim Health Officer

PR Number: PR0034167
Program ID: LA PRINCESA BAKERY
Description: RESTAURANT (0-30) SEATS MODERATE RISK

Facility Owner - Mail Address
MARTINEZ, JUAN PABLO
7910 ATLANTIC AVE STE D
CUDAHY, CA 90201

THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

Public Health Permit
FY 2018/2019
Valid Until 6/30/2019



Facility Location
LA PRINCESA BAKERY
7910 ATLANTIC AVE STE #D
CUDAHY, CA 90201



NOT TRANSFERABLE
PLEASE POST IN A
CONSPICUOUS PLACE

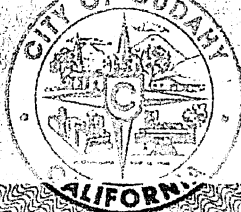
FEES POSTED IN
ACCORDANCE WITH
MUNICIPAL CODE

CITY OF CUDAHY
5220 SANTA ANA STREET • CUDAHY, CA 90201
TEL. (323) 773-5143 • FAX (323) 771-2072

BUSINESS TAX REGISTRATION CERTIFICATE

7910 ATLANTIC AVE #D

Business Type: **INSIDE CITY BUSINESS**



**BUSINESS
LICENSE NO.**

5990

EXPIRATION DATE

7/1/2019

ISSUE DATE

Owner(s):
MARTINEZ, JUAN P

12/26/2018

The person, firm, or corporation named below is granted this business certificate pursuant to the provisions of the City of Cudahy Business License Ordinances to engage in, carry on or conduct the business, trade, calling, profession, exhibition or occupation described below. Issuance of certificate is not an endorsement nor certification of compliance with other ordinances or laws. This license is issued without verification that the licensee is subject to or exempt from licensing by the State of California.

LA PRINCESA BAKERY
7910 ATLANTIC AVE. #D
CUDAHY, CA 90201

25



CAL STATE LA SHPE CHAPTER

PRESENTS

NOCHE DE CIENCIAS

SCIENCE NIGHT

Join us for a night of fun activities that include:

Informational Panel with Professional Engineers.

K-12 engineering related hands on projects.

Bilingual financial aid workshops for parents and students.

Free food and prizes!

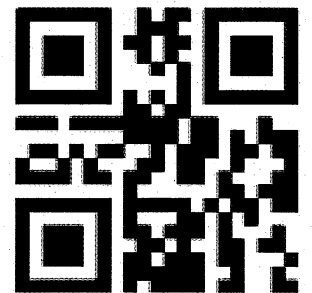
RSVP at

goo.gl/9476wS

When: Friday, March 29, 2019

Time: 5:00pm to 9pm

Where: Woodrow Wilson High School



CONTACT US AT:

SHESSCALSTATELA@GMAIL.COM



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

Price per empanadas	\$	1.50
Empanadas ordering		150
Projected Cost	\$	225.00

Price per water case	\$	2.99
Number of water cases		4
Total cost for water	\$	11.96

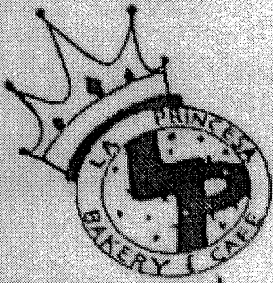
Total cost for the food and water	\$	236.96
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782796
KIRKLAND SIGNATURE
PREMIUM DRINKING WATER
40/16.9 OZ

PKT 10/10/11
075

CRV 2.00

SELL PRICE
2.99



7910 Atlantic Ave; Ste. D
Cudahy, CA 90201
323•771•1901

Date: 5/23/18

Name: Woodrow Wilson High School Tel: _____

Address: ATTN: MS. G.

QUANT.	DESCRIPTION	PRICE	AMOUNT
--------	-------------	-------	--------

250	Chicken Empanadas @ 1.50 ea		\$ 375.00
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Delivery Time
5:00 pm

Total \$ 375.00

RECEIVED BY: _____

Effective ☐ Credito ☐



TALK TO A REAL PERSON
855-792-1402

CHAT WITH A REAL PERSON
Chat Now

Your Cart

DESIGN NAME

shessndc1 [Edit Design](#) [Add Notes](#)



Gildan Ultra Cotton T-shirt

\$630.60

Maroon | Screen Printing

S 12, M 15, L 20, XL 13

Qty 60 @ \$10.51 each

[Edit Sizes](#) [Add Another Color](#)



Gildan Ultra Cotton T-shirt

\$630.60

Heather Navy | Screen Printing

S 13, M 15, L 20, XL 12

Qty 60 @ \$10.51 each

[Delete](#) [Edit Sizes](#) [Add Another Color](#)

- ☐ Standard - FREE!
Guaranteed delivery by **Wed 3/27/2019**
- ☐ Rush - Add 10%
Guaranteed delivery by **Wed 3/20/2019**
- ☒ Super Rush - Add 25%
Guaranteed delivery by end of day **Tue 3/19/2019** -
Order by 2PM ET Thursday

Qty 120
Subtotal \$1,261.20
Delivery \$315.30

Order Summary

Subtotal (Qty 120) \$1,261.20
Delivery \$315.30
Not shipping to 90032?
Tax \$0.00

[Have a voucher code?](#)

Total \$1,576.50

[Proceed to Checkout](#)

[PayPal Checkout](#)



Our artists will carefully review your design to ensure a great print.



Supported By:

ASI

