

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	Organization
Officer Name: _____	Club/Organization: <u>Beta Alpha Psi</u>
Officer Title: _____	Event Title: <u>Banh Mi Fundraiser</u>
Address: _____	Date(s) of Event: <u>April 24th, 2019</u> Semester: <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>Outside King Hall</u>
Phone & Email: _____	Expected Total Attendance: _____ 70
Officer Signature: <u>[Signature]</u>	Expected Attendance of Cal State LA Students: _____ 70

Event Description and Total Cost Breakdown

<p>Briefly describe the event:</p> <p>We will be purchasing Banh Mi Che Cali sandwiches and boba and bring them on campus to sell to help raise funds for our organization. We will be bringing pork, chicken, and beef sandwiches along with milk tea and thai tea.</p>	<p>Is the event open to all Cal State LA students?: <u>Yes</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <p>This program will feed the hungry students who come to CSULA to learn, and it will help them be focused in their classes. As I learned in psychology, people cannot learn on an empty stomach.</p>
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Hospitality	
Description	Amount
Banh Mi Sandwiches x39	\$100.10
Milk Tea and Thai Tea x104	\$205.40

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount

Other	
Description	Amount

Event Summary For Office Use Only • Do Not Write Below

Total Cost of Event:	\$305.50
Amount Requested from ASI:	\$305.50
Amount from other sources:	\$0.00
What other resources are you employing for this event?	

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: CS/

29 MAR 23 11:02:49



BANH MI and BOBA Fundraiser!

Bánh Mì

- BBQ Chicken
- BBQ Beef
- BBQ Pork
- Veggie Ham
- Ham&Meat Loaf



Boba: \$3.50
Sandwich: \$5
Combo: \$7



Boba

- Thai Tea
- Milk Tea

Be delicious and refreshing!

 [bap_csula](#)

 [CSULABAP](#)

 [@EarlHsu](#)



venmo

For more information

Visit us at www.csulabap.org

Contact us at csulabap@gmail.com

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: Beta Alpha Psi PHONE: [REDACTED] DATE: 1/10/19

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: Banh Mi Che Cali Food Sale LOCATION: Outside King Hall

EVENT DATE: 1/16/19 BEGIN TIME: 2:00pm END TIME: 3:00pm ESTIMATED ATTENDANCE: 50
every Wednesday

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 purchasing Banh Mi Che Cali sandwiches and boba and bring them on campus to sell to help raise funds for our organization. We will be bringing pork, chicken, and beef sandwiches along with milk tea and Thai tea which will be purchased from Banh Mi Che Cali.

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

- PRINTED POSTCARDS
 PRINTED POSTERS/FLIERS
 SOCIAL MEDIA: Facebook - CSULA BAP
INCLUDE SITE & HANDLE Instagram - CSULA BAP
 OTHER: [REDACTED]

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 ORGANIZATION?

(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: Banh Mi Che Cali

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] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2. If so, please affirm organization members and guests will not consume alcohol.

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 by 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
JAN 23 2019

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.

sandwiches \$1.5 milk tea/hot tea \$1.50, Combo \$1.7

PRESIDENT: _____ SIGNATURE: _____ DATE: 1/17/19
 TREASURER: _____ SIGNATURE: _____ DATE: 1/17/19
 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: 1/17/19
 ADVISOR'S NAME _____ SIGNATURE: _____ DATE: 1/22/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) _____ SIGNATURE: _____ DATE: 1-22-19
 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:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____
 OTHER DATE: _____ 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

OK AC

February 6th, 2019 - May 1st, 2019

Date of Event: Every Week ON Wednesday Estimated Attendance: 50

Name of Event: Banh Mi Che Cali Fundraise

Type of Event: Fundraiser Location: Outside King hall

Sponsoring Organization: Beta Alpha Psi

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

Time:
 Access Time: 9:00 a.m. p.m. to 9:30 a.m. p.m.
 Event Time: 9:30 a.m. p.m. to 3:00 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.)

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.
BBQ Pork, BBQ Beef, Chicken sandwiches

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? the food will be prepared & purchased from Banh Mi Che Cali 647 W. Valley Blvd, Alhambra CA 91803

List all beverages to be sold/served: Milk tea, Thai Tea
 Where will beverages be prepared or purchased? Banh Mi Che Cali 647 W valley blvd, Alhambra CA 911

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: We will be using chaffing trays to keep the sandwiches hot, and a cooler to keep beverages cool

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]
 Date: 1/15/19
 2. Center for Student Involvement (UU 204) (Student Organizations Only): [Signature] Date: 1/15/19
 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] Date: 1/16/19
 4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No.: 19-020 Date: 1/16/19

RECEIVED JAN 22 2019
EM @ 4:50 pm

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY STUDENT UNION

EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
5154 State University Drive, Rm # 107
Los Angeles, CA 90032-8636
Phone: (323) 343-2450 Fax (323) 343-2454

Requestor Information

Requesting club/organization: Beta Alpha Psi
Contact Name: [Redacted]

Event Contact**:
Phone Number:
Email:

Email:

The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.
** The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

Event Information

Date	Start Time	AM	PM	End Time	AM	PM
February 3, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
February 6, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
February 13, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
February 20, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
February 27, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
March 6, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
March 13, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
March 20, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
March 27, 2019	7:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
April 3, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
April 10, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
April 17, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
April 24, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
May 1, 2019	9:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Preferred Location: 1st choice: Outside King Hall 2nd choice: Outside Library

Initial EA I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.
Purpose for tabling is to provide: General Information Food Sale/Distribution** Fundraiser**

If food will be distributed and/or sold, please describe: Banh mi che cali sandwiches & boba

**A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed. Yes No If so, specify what type: Beta Alpha Psi sign
Will there be amplified sound of any kind? Yes No **An approved amplified sound permit and event registration form will be required.

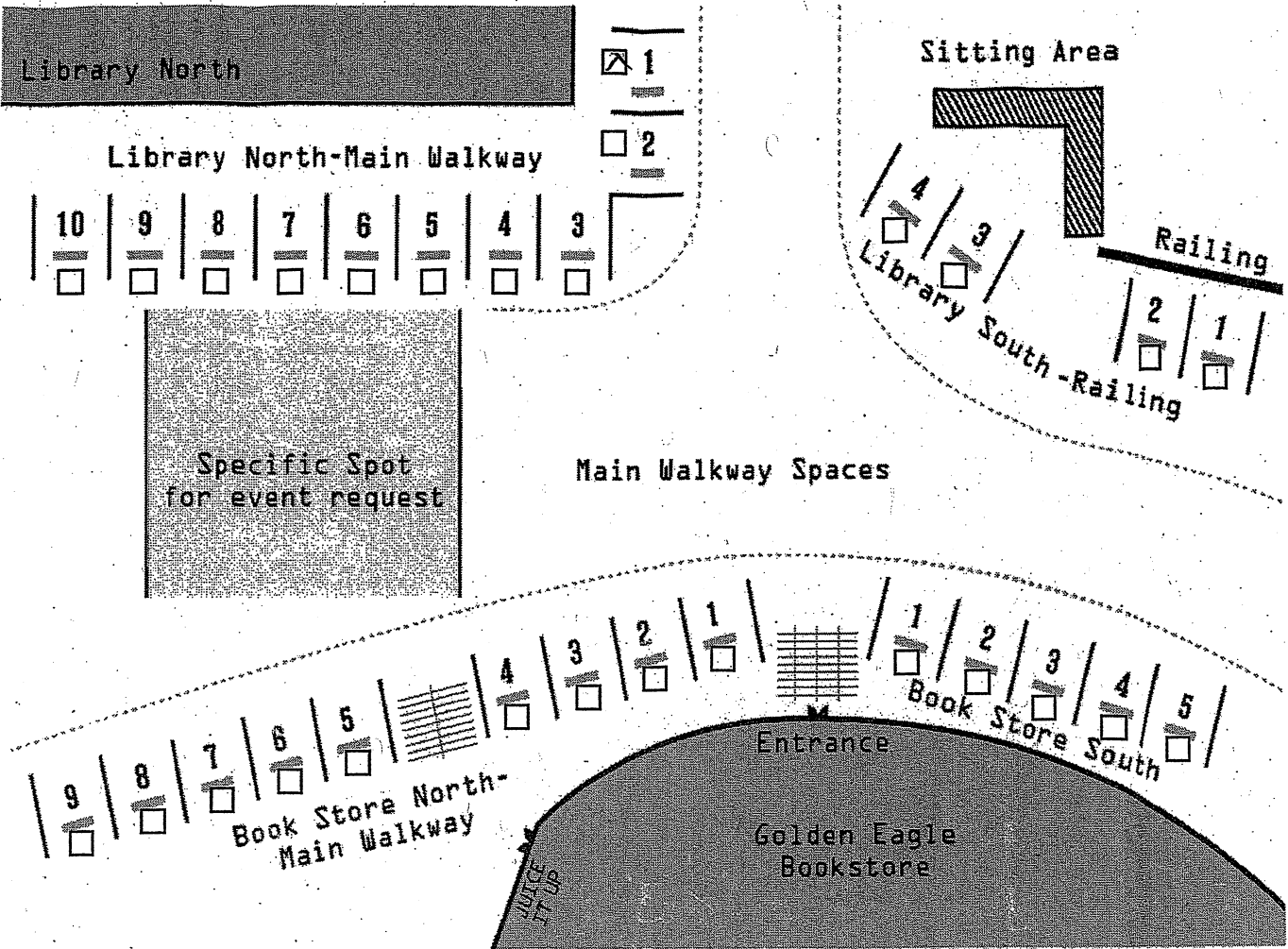
Requestor's Signature: [Signature] Date: 1/15/19

For Office Use Only:

Confirmation by the Administration and Finance Office

Area Requested	Initials	Date

Submit a copy of this form to the Office of the Vice President for Administration and Finance. Fax # 323-343-6466.
A confirmation fax will be sent by the VPAF office to information & Event Services.



Reservation Agreement

E.H I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: [REDACTED]

E.A I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an automatic cancellation.

E.H I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

E.H I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

E.H I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

E.H I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

E.H I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Item	Quantity	Price	Total Price
4/24/19 Fundraiser # 1 8			
Sandwiches	39		
BBQ Pork	15	\$3.85	\$57.75
BBQ Beef	5	\$3.85	\$19.25
Chicken	10	\$3.85	\$38.50
Vegetarian Ham	3	\$3.85	\$11.55
Ham & Meat Loaf	6	\$3.85	\$23.10
Subtotal			\$150.15
Buy 2 get 1 free Price			\$100.10
Boba	104		
Milk Tea with Boba	48	\$3.95	\$189.60
Milk Tea without Boba	2	\$3.95	\$7.90
Thai Tea with Boba	46	\$3.95	\$181.70
Thai Tea without Boba	8	\$3.95	\$31.60
Subtotal			\$410.80
Buy 1 get 1 free Price			\$205.40
Total Price			\$305.50



\$385
EA



BAGUETTE

\$385
EA

買二送一 BUY 2 GET 1 FREE

SANDWICH CHOICES

- | | | | |
|--|--|---|---|
| 1 特別火腿、扎肉
HAM & MEAT LOAF
<i>Đặc Biệt</i> | 2 特別火腿、肉扎、豬耳
HAM, MEATLOAF & HEADCHEESE
<i>Đặc Biệt Giò Thù</i> | 3 肉扎、豬耳
MEATLOAF & HEADCHEESE
<i>Chả Giò Thù</i> | 4 豬肉扎
MEATLOAF
<i>Chả Lụa</i> |
| 5 烤豬肉
BBQ PORK
<i>Thịt Nướng</i> | 6 豬肉絲
SHREDDED SKIN & PORK
<i>Bì</i> | 7 串燒豬肉
BBQ MEATLOAF
<i>Nem Nướng</i> | 8 燒賣
MEATBALL
<i>Xiu Mai</i> |
| 9 雞肉
CHICKEN SANDWICH
<i>Gà</i> | 10 沙丁魚
SARDINE
<i>Cá Mòi</i> | 11 烤牛肉
BBQ BEEF
<i>Bò Nướng</i> | 12 素菜
VEGETARIAN HAM
<i>Chay</i> |

DESSERTS

\$225
EA



買二送一 BUY 2 GET 1 FREE

DRINKS

\$395
EA



- D1** 波霸奶茶
TAPIOCA MILK TEA
- D2** 布丁奶茶
PUDDING MILK TEA
- D3** 奶綠
MILK GREEN TEA
- D4** 綠茶
GREEN TEA
- D5** 啫喱奶茶
JELLY MILK TEA
- D6** 泰式奶茶
THAI TEA

買一送一 BUY 1 GET 1 FREE