

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: 

Organization

Club/Organization: Statement Magazine

Event Title: Open Mic Night

Date(s) of Event: 04/22/2019

Semester: Spring Select One

Location of Event: Alhambra Room

Expected Total Attendance: 45

Expected Attendance of Cal State LA Students: 40

Event Description and Total Cost Breakdown

Briefly describe the event:

Celebration of good poetry and art. Attendees read pieces for four minutes each. Snack while listening to others read.

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

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

This is an annual event designed to promote the dissemination of literature and art on campus. We encourage students to share their creative work.

Hospitality

Description	Amount
University Catering	\$342.71
Cake	\$220
Cookies	\$120

Honoraria/Contracts

Description	Amount
Decorations	56.95

Marketing

Description	Amount
Uniform T-shirts (incl. ASI logo)	\$342.73
Reprographics Printing	\$2500

Other

Description	Amount

Event Summary

Total Cost of Event: \$3,462.39 (~~\$3,462.39~~)

Amount Requested from ASI: \$3,000

Amount from other sources: \$462.39 (~~\$462.39~~)

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

715 RPP 5w 9:04:29

COMPLETED



STUDENT ORGANIZATION EVENT REGISTRATION FORM

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: Statement Magazine PHONE: [REDACTED] DATE: March 28, 2019

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

NAME OF EVENT: Open Mic Night LOCATION: Alhambra Room

EVENT DATE: 3/28/19 BEGIN TIME: 5:00pm END TIME: 9:00pm ESTIMATED ATTENDANCE: 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):

Students faculty & staff invited to join Statement Magazine in a celebration of poetry, art, & just plain ol' good lit.

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

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: @statement_magazine - calstate la 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 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: [REDACTED]

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.

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 CSU.

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.

there will be no admission charge

PRESIDENT: [REDACTED] SIGNATURE: [REDACTED] DATE: 3/28/19
 TREASURER: [REDACTED] SIGNATURE: *Dose* DATE: 3/28/19
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] 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: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *[Signature]* DATE: 3/28/19
 ADVISOR'S NAME: [REDACTED] SIGNATURE: *[Signature]* DATE: 3/28/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: 3-29-19
 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:

<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: 04.29.2019 Estimated Attendance: 150

Name of Event: Statement Launch

Type of Event: Educational Location: GE Ballroom

Sponsoring Organization: Statement Magazine

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

Time:

Access Time: 4:00 a.m./p.m. to 7:00 a.m./p.m.

Event Time: 4:30 a.m./p.m. to 6:30 a.m./p.m.

Mary's Cake Shop
2761 E Gage Ave
Huntington Park,
CA 90255
OK 93.0
~~Veronica's Treats
31 W Grove St.
Middleborough, MA 02346~~

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: Serving cake and cookies.

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.

Frosted cake w/ fondant and sugar cookies, chocolate chip cookies, M&M cookies with edible images

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

Mary's Cake Shop and Veronica's Treats

List all beverages to be sold/served: _____

Where will beverages be prepared or purchased? _____

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 _____
Authorized Representative to be present at event

2. Center for Student Involvement (UJ 204) (Student Organizations Only) _____
Date 4.4.19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____
Date 4/4/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244) _____
Permit No. 19-332
Date 4/3/19



CALIFORNIA STATE UNIVERSITY, LOS ANGELES
UNIVERSITY
STUDENT UNION

MEETING ROOM REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
 5154 State University Drive, Rm # 107
 Los Angeles, CA 90032-8636
 Phone: (323) 343-2465 Fax (323) 343-2454

Type of Sponsor: Recognized Club/Org Cal State LA Department Off-Campus Other

Organization Name: Statement Magazine Reservation Contact: Anthony Karanbelas

Phone Number: [REDACTED] Email: [REDACTED]

Date of Event*: 04/22/19 Title of Event: Spring Open Mic Night

Access Start Time: 5:00 p Event Start Time: 5:30p Event End Time: 9:30p Access End time: 9p.

Event Contact: Anthony Karanbelas Phone Number: [REDACTED]

Faculty/Staff Advisors Name: Alex Espinoza Extension: _____

If you represent an off campus organization, please provide your billing address:

Street Address: _____ City/State/Zip Code: _____

SPECIAL EVENT INSURANCE CAN BE PROVIDED: Yes If YES, sponsor must name the University-Student Union, the State of California, the Trustee of the California State University, the California State University, Los Angeles, and their officers, agents, employees and volunteers as additional insured. The general liability limit must be of no less than one million dollars (\$1,000,000).
 No If NO, sponsor will be required to complete Event Insurance Assessment Form (Schedule B).

EVENT INFORMATION

Please check YES or NO to the following statements regarding event details: (Additional fees may apply)

Registration, admission fees, or donations are being accepted: YES NO If so, please specify amount: \$ _____

There will be guests/participants that will be 51% or more from off-campus: YES NO

There will be a vendors fair or exhibitors as part of this event: YES NO If so, specify: _____

Alcohol will be served: YES NO If so, an approved request to serve Alcoholic Beverages form must be submitted.

Food will be served: YES NO If so, who is providing? Univ. Catering
 What is being provided? _____

This event is directly related to the educational mission of the University: YES NO

This event is sponsored or promoted by a non-University or off-campus organization: YES NO

This event is a profit-making venture (i.e. product show, or solicitation of goods or services): YES NO

Decorations, banners, or signs will be displayed: YES NO If yes, please describe: Some fake grass

This event will include filming or recording: YES NO

The media will be notified about the event (newspapers, television, radio stations etc.): YES NO

A movie/film/documentary will be shown at this event: YES NO

This event is co-sponsored by the U-SU or on-campus department: YES NO If so, specify: CCC CSI Other: _____

VENT LOCATION ** Indicates Multi-Media Room (See back for details)

<input type="checkbox"/> U-SU Theatre 106**	<input checked="" type="checkbox"/> Alhambra Room 305**	<input type="checkbox"/> Los Angeles Room 308A**	<input type="checkbox"/> Montebello Room 309
<input type="checkbox"/> Boardroom South 303A	<input type="checkbox"/> Pasadena Room 307	<input type="checkbox"/> Los Angeles Room 308B**	<input type="checkbox"/>
<input type="checkbox"/> Boardroom North 303B**	<input type="checkbox"/> Los Angeles Room 308ABC**	<input type="checkbox"/> Los Angeles Room 308C**	<input type="checkbox"/> San Gabriel Room 313**
<input type="checkbox"/> Boardroom North & South 303**	<input type="checkbox"/> Los Angeles Room 308BC**		

PREFERRED ROOM SET UP

<input type="checkbox"/> Theatre Style	<input checked="" type="checkbox"/> Banquet Style	<input type="checkbox"/> Reception Style	Expected Attendance <input checked="" type="radio"/> Setup Count: <u>95</u>
<input type="checkbox"/> Conference Style	<input type="checkbox"/> Classroom Style	<input type="checkbox"/> Discussion Circle	

ADDITIONAL EQUIPMENT

- For additional details such as panels, food tables, information tables, easels, please provide more information below.

Dry/Erase Markers Staging Easel (up to 4) _____ Tables _____ Chairs _____ Cocktail Tables _____

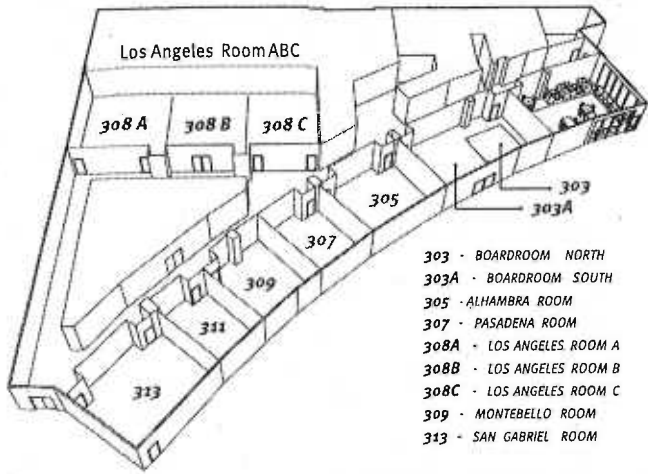
NOTES :

Requestor's Signature: _____ Date: 03/29/2019

Before you sign, please review your information at the front/back of this page to ensure accuracy.

LOS ANGELES ROOM CONCERT PA (For Bands Only)

Wired Microphone _____ up to 7 available i-pod Connection DI Box (Direct Input Box) 1 available
 For events with a band playing, please set-up a meeting with Event Services Coordinator at the U-SU Front Desk 107.



MEDIA SERVICES – SMART ROOMS

These rooms come with a built-in Audio and Visual System.

Select the room(s) needed for audio/visual equipment then add accessories below

- BOARD ROOM NORTH
- ALHAMBRA
- SAN GABRIEL
- LOS ANGELES A
- LOS ANGELES B
- LOS ANGELES C
- LOS ANGELES ABC Screens: A B C Side C
- LOS ANGELES BC B C Side C

*Sponsors are responsible for providing their own laptop

MEDIA SERVICES – NON-SMART ROOMS

These rooms come with a media cart upon request.
 Please select a room and individual items needed for the event.

<p>BOARD ROOM SOUTH</p> <p>PASADENA</p> <p>MONTEBELLO</p>	<p>MEDIA CART OPTIONS</p> <p><input type="checkbox"/> LCD Projector <input type="checkbox"/> Bluetooth</p> <p><input type="checkbox"/> MP3 Playback <input type="checkbox"/> FM Radio</p> <p><input type="checkbox"/> Sound Connection</p>
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ACCESSORIES

- Non-Amplified Podium Laser Pointer/Powerpoint Clicker
- Laptop VGA Adaptors: MAC HDMI Surface

PODIUM OPTIONS

If you selected a room, each room comes with a Podium, Projector, and Screen. Select additional items below if needed.

- 3.5 mm Jack for Audio Connection (for Sound)
- Podium Microphone
- Wireless Microphone: Hand-held 1 Up to 2
- Wireless Microphone: Lavalier (Clip Mic) 1 Up to 2
- Music Playback: iPod CD
- DVD/VHS DVD VHS
- Laser Pointer/Powerpoint Clicker
- Laptop/VGA Adaptors: MAC HDMI Surface


NOTE: To reserve the theatre, once the request form has been submitted a meeting must be set up with a Coordinator.

MEDIA SERVICES THEATER - U-SU THEATER PACKAGES

- Basic Sound - CD/Mp3 player with 1 Wireless Mic Podium Bluetooth Audio
- Full Sound - CD/Mp3 player Wireless Mics _____ 5 available DI Box _____ 2 available Bluetooth Audio
- HD Cinema - Projector, Blu-Ray, THX, DVD/VHS player 2 Wireless Mics Computer/Sound Connection Bluetooth Audio
- Presentation - Projector, Computer/Sound connection, Podium 3 Wireless Mics Blu-Ray or DVD/VHS Player Bluetooth Audio
- Discussion Panel - Podium with Microphone, & 5 Table top Wireless Mics Projector w/ computer sound connection Bluetooth Audio
- Basic Stage Lighting - Stage Wash Follow spot (Requires tech @ hourly rate)
- Full Stage Lighting - Stage Wash, Slide Light, Down Wash, LED, & Cyc Wash
- Laptop VGA Adaptors: MAC HDMI Surface

Reservation Agreement

- 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: _____
- I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.
- I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.
- 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.
- 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.
- I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.
- I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.



Statement Magazine's Open Mic Night

Monday, April 22nd

5:30 PM - 8:30 PM

University-Student Union

Boardroom 303, 3rd Floor



CAL STATE LA

quote valid for 30 days

BILL TO

Cal State LA Reprographics
5151 State University Dr
Los Angeles, CA 90032-4226

CONTACT

EMAIL

PHONE

FAX

QUOTE ID	366.1
QUOTE DATE	March 29, 2019
CUSTOMER	Walk Up Customers
ACCOUNT	
CUSTOMER PO	
TURNAROUND	
SALESPERSON	Bernard Kane
ESTIMATOR	Bernard Kane

Project:

	DESCRIPTION	Quantity	300	350	400
01	DESCRIPTION 4/1 7.000 x 10.000 inches 4ColorDigital (White Matte 80lb Cover)				
	MEMO Cover				
		SUB TOTAL	\$160.80	\$151.55	\$173.20
02	DESCRIPTION 1/1 7.000 x 10.000 inches 4ColorDigital (Williamsburg White Offset Smooth 70lb Text) 36 sheets per set	Quantity	300	350	400
	MEMO B&W pages				
		SUB TOTAL	\$931.50	\$1086.75	\$1242.00
03	DESCRIPTION 4/4 7.000 x 10.000 inches 4ColorDigital (Williamsburg White Offset Smooth 70lb Text) 9 sheets per set	Quantity	300	350	400
	MEMO Color pages				
		SUB TOTAL	\$955.13	\$917.52	\$1048.50
		TOTAL QUOTE	\$2047.43	\$2155.82	\$2463.70

ACCEPTED BY _____

DATE _____

Above prices do not include postage, shipping fees or sales tax. Prices based upon receipt of "press ready" artwork. Graphic design and artwork correction services available at \$65.00 per hour. Rush turnarounds subject to approval and availability. All quotations are valid for 30 days.



Golden
Eagle
Hospitality

for: Event # E35959
on: Monday, April 22, 2019

Client/Organization Statement Magazine		Event Date 4/22/2019 (Mon)	Booking Contact [REDACTED]	Event # E35959
Address 8110-05 E&T A604			City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name Statement Magazine	Sales Rep Amanda Tapia	Theme		Category

Venue

Description	Type	Start	End	Banquet Room	Setup Style
		4:30 pm	4:45 pm	Student Union	Delivery

Food & Beverage






Equipment/Miscellaneous

Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Delivery to USU-Alhambra room for 4:45pm				Event Time: 5pm-9pm			
(50) Disposables	Each	0.35	17.50				
(1) Tuna Salad Tea Sandwiches	Dozen(s)	12.00	12.00				
(1) Chicken Salad Tea Sandwiches	Dozen(s)	12.00	12.00				
(1) Turkey & Cheese Tea Sandwiches	Dozen(s)	12.00	12.00				
(1) Cucumber & Cream Cheese Tea Sandwiches	Dozen(s)	12.00	12.00				
(1) Caprese Tea Sandwiches	Dozen(s)	12.00	12.00				
(2) BBQ Meatballs	Dozen(s)	16.00	32.00				
(2) Vegetable Egg Rolls With Sweet And Sour Sauce	Dozen(s)	16.00	32.00				
(2) Chicken Wontons with Umami Soy Glaze	Dozen(s)	16.00	32.00				
(2) Mac & Cheese Wedges	Dozen(s)	12.00	24.00				
(1) Small - Chopped Fresh Fruit (up to 35 guests)	Bowl(s)	50.00	50.00				
(1) Water Service (3-gal)	Each	20.00	20.00				

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	247.50	20.00	0.00	0.00	0.00	0.00	0.00	267.50
Service Charge	42.08	3.40	0.00	0.00	0.00	0.00	0.00	45.48
Taxes	27.51	2.22	0.00	0.00	0.00	0.00	0.00	29.73
Total	317.09	25.62	0.00	0.00	0.00	0.00	0.00	342.71

Authorized Signature & Date: _____
(Please sign & date all pages)

Statement Open Mic Night (April 2019)*"Statement Magazine Open Mic Night"*

Title	Comments	Price	Quantity	Has
 Fonder Mols Unicorn Paper Flowers - Fluffy Tissue Paper Pom Poms - Hanging Flower Ball for Unicorn Baby Shower Decorations Birthday Party Celebration - 6 pcs Offered by Fonder Mols.		\$8.99	1	0
 TecUnite Unicorn Confetti 1 Inch Round Tissue Paper Table Confetti Unicorn Party Decoration, 1.76 oz Offered by TecUnite.		\$6.99	1	0
 Gold Confetti Balloons 12 inch - Balloons with Confetti Inside - Bachelorette Decorations - Wedding Party Supplies - Clear Latex Balloons - Prefilled Confetti Dots - 24 Gold Balloons Offered by ISottcom.		\$10.99	1	0
 20 Pcs Gold Tissue Paper Flowers and Pink Pom Poms Lanterns for Baby Shower Birthday Decoration, Bridal Wedding Party Supplie Offered by Frank VDJ.		\$16.99	1	0
 Mity rain Unicorn Assorted Balloons 12" Latex Confetti Balloons Purple Pink Blue Balloons for Baby Shower Bridal Shower Unicorn Birthday Party Decoration Supplies (Set of 42) Offered by Mity Rain.		\$12.99	1	0

PRIMOPRODUCTION

Bill To		Ship To	
Customer:	[REDACTED]	Customer:	Statement Magazine
Customer ID#	AKSM66	Address:	5150 state university drive
Address		Phone:	
Phone	(310)623-7649		
Payment Due		Delivery Date	10 days after deposit
Salesperson	Rick Sanchez	Shipping Method	local
Payment Terms	Cash, Paypal, checks	Shipping Terms	Local pick up

Qty.	Item#	Description	Unit Price	Discount	Line Total	
5	706	XSmall Gildan Crew neck BLK	5.50		27.50	
5	707	Small Gildan Crew neck BLK	5.75		28.75	
11	708	Medium Gildan Crew neck BLK	6.00		66.00	
7	709	Large Gildan Crew neck BLK	6.50		45.50	
3	710	XL Gildan Crew neck BLK	7.75		23.25	
2	711	2XL Gildan Crew neck BLK	8.50		17.00	
2	001	Image set up for screen Print (ms260)/ one color (one time cost applicable for all shirt) 3 images	35.00		35.00	
35	003	Print one color per shirt (wasp)	1.25		43.75	
35	002	Additional print area (asi logo, staff print)	.75		26.25	
1	1099	Bulk Discount				
Memo: Gildan shirt statement attached in email (Humane conditions)					Total Discount	00.00
Total for 35 shirts with 3 different prints \$342.73					Subtotal	313.00
					Sales Tax	29.73
					Total	\$342.73



Thank you for your business!

PrimoProduction

708 w 45th st | 90dayslatino.myvi.net
p. (323)406-0818 | kidrex91@gmail.com



November 12, 2018

Dear [REDACTED]

Following your request for information concerning Gildan Activewear Inc.'s Corporate Citizenship program, please find below an overview of our practices. I can assure you that Gildan is fully dedicated to being a socially responsible employer at all of our geographical hubs and committed to adhering to progressive hiring and employment practices.

Over the years, Gildan has implemented an extensive social responsibility compliance program to ensure our employees are treated with respect and fairness. Gildan is committed to having all of its own manufacturing facilities and contractors comply with its strict internal code of conduct which encompasses local and international laws, the code of conduct of the Fair Labor Association (FLA), the Worldwide Responsible Accredited Production's (WRAP) set of principles and best practices in the industry. The twelve principles of our code of conduct present the Company's position on child and forced labour, employment relationships, compensation and benefits, hours of work, health and safety, environment, freedom of association, harassment or abuse, grievance procedures, discrimination as well as documentation and inspection.

Gildan's code of conduct is the base for the development of our social compliance program, which was accredited in June 2007 by the FLA, a multi-stakeholder coalition of companies, universities and non-governmental organizations committed to the implementation of a rigorous code of conduct based on the fundamental labour standards of the International Labor Organization. Gildan became the first vertically-integrated basic activewear apparel manufacturer to have its labour compliance program accredited by the FLA. Participating Companies in the FLA are eligible for accreditation after a three-year period during which the FLA verifies their compliance with its workplace code of conduct requirements. Accreditation is the FLA's most advanced recognition of a company's labour compliance program.

To ensure that our Code of Conduct principles are respected, we regularly conduct internal and external audits. In 2017, a total of 238 monitoring visits were performed by internal and external auditors at our Gildan-owned facilities as well as third party contractors the Company uses to source production. Each audit is followed by an action plan which allows us to identify remediation actions and areas of improvement. Our approach to sustainable compliance encompasses the identification of non-compliant situations and finding root causes to develop long-term solutions.

In addition, Gildan's sewing facilities have been certified by WRAP, an independent, non-profit organization dedicated to the promotion and certification of lawful, humane and ethical manufacturing throughout the world. WRAP promotes a set of principles which ensures that core labour concepts are understood and practiced on the shop floor and by management. WRAP relies upon independent, third-



party monitors to certify that factories are in compliance with its set of principles.

Our own strict set of standards provide our employees with fair wages and benefits, paired together with healthy, safe and pleasant working conditions. We also provide our employees with additional benefits, such as free medical care and subsidized transportation and meals. Over the years, we have also built houses and schools, provided medical supplies, offered educational programs and delivered other basic necessities, where needed, to improve the quality of life of our employees and their communities. In every country where Gildan has operations, the Company partners with the community in order to implement sustainable programs in the areas of education and humanitarian aid. For instance, in Honduras, Gildan spearheaded the development of an industry-wide initiative to create the Central American Polytechnic Institute (IPC), a technical school which has graduated over 6,500 students since its inception in 2005. To date, Gildan has invested over \$1.9 million into the IPC.

Gildan provides frontline healthcare to its employees in Central America (Honduras and Nicaragua), the Dominican Republic and Bangladesh through fully equipped medical clinics at each of these manufacturing facilities. While focusing on workplace-related health issues, our medical team composed of 43 doctors and 75 nurses are also often called upon to provide such services as pre-natal care and vaccinations. Medical staff provides medical attention and general treatment for medical issues such as sudden headaches, fever, diarrhea, as well as general health awareness.

Gildan also has a number of controls and safety procedures implemented at its owned facilities in order to ensure the overall safety of its entire workforce. At Gildan, occupational health and safety practices are a top priority. At all Gildan owned facilities and at many of our administrative offices, we have established formal Health and Safety Committees composed of managers, supervisors and production workers, who meet once a month to discuss preventive measures to be implemented. Committees also review health and safety accidents which occurred during that period and suggest improvements to our health and safety programs. These suggested improvements are implemented by Health and Safety managers who are also responsible for developing related procedures at our sewing and textile operations. Additionally, each year, Gildan provides a number of health and safety training sessions to employees at all levels at each of its facilities.

Gildan is working with the Ergonomic Center of North Carolina (ECNC) to partner in the development and implementation of a best-in-class Ergonomics Program. We selected the ECNC for its leading reputation in ergonomic practices and for its rigorous standards and extensive experience with large companies operating in the apparel industry. The mandate of the program was to identify and troubleshoot ergonomic risks. This 5-level Ergonomics program is currently being implemented at all Gildan manufacturing locations in Central America, the Dominican Republic and Bangladesh.

Over the last few years, Gildan has worked in a spirit of collaboration and maintains ongoing constructive dialogue on a wide range of issues with both internationally recognized NGOs and local NGOs operating in the communities in which we have operations. We have quickly found that this proactive approach has helped us arrive at mutually satisfactory resolutions to any issues that might arise at one of our plants or at our third party contractors. We are committed to continuing to engage with responsible organizations.



At all levels of its operations, Gildan is committed to developing innovative environmental solutions that make the best use of our manufacturing facilities and our focus on operational excellence. Gildan's environmental program, which was developed based on Gildan's Environmental Code of Practice, accomplishes two core objectives: it reduces our environmental impact while preserving the external natural resources the Company utilizes. Processes such as the Biotop, our biological wastewater treatment system, and the biomass steam generation system are great examples of our commitment to environmental sustainability.

As product safety is a priority at Gildan, we ensure that our products comply with applicable consumer product safety laws and regulations. All Gildan® branded products are Oeko-Tex Standard 100 certified. This internationally-recognized standard allows producers and consumers to objectively assess the presence of harmful substances in textiles and apparel products.

Finally, I would like to highlight that Gildan was included in the Dow Jones Sustainability World Index (DJSI World) for a sixth consecutive year. The Dow Jones Sustainability Indices (DJSI) track the financial performance of the leading sustainability-driven companies worldwide. These indices serve as benchmarks for investors who integrate sustainability considerations into their investment philosophy. The annual DJSI review is based on a thorough analysis of corporate economic, environmental and social performance carried out by RobecoSAM, an investment specialist focused exclusively on sustainability investing. The analysis covers issues such as supply chain standards and labour practices, environmental policy/management systems, corporate governance and risk management.

We invite you to visit Gildan's Corporate Citizenship website at www.genuinegildan.com where you can find more detailed and transparent information on our governance and labour practices, community involvement and environmental sustainability programs.

Please do not hesitate to contact me should you require additional information.

Yours truly,

Claudia Sandoval
Vice President, Corporate Citizenship

**0 REVIEW
POLICIES
MATION**

3

ITEM DESCRIPTION	EACH	QTY	TOTAL
3.5" Round Photo or Logo Cookie Pops, dozen [+] View list of options I selected	\$41.88	<input type="text" value="1"/>	\$41.88
3.5" Round Photo or Logo Cookie Pops, dozen [+] View list of options I selected	\$35.88	<input type="text" value="3"/>	\$107.64
3.5" Round Photo or Logo Cookie Pops, dozen [+] View list of options I selected	\$41.88	<input type="text" value="3"/>	\$125.64

Remove from your cart Empty My Entire Cart

Coupon code? Enter it here: Apply

Recalculate

CALCULATE SHIPPING (optional)

Shipping Rates:
(change my address)

United States, CA, 90274

Tax:

Total:

PICTURE

Mary's Cake Shop

2761 E. Gage Ave.
Huntington Park CA, 90255
(323) 582-6114
www.maryscakeshop.com

CUSTOMER INFO

STATEMENT MAGAZINE
909-732-9204

Cake Order Invoice

32050

STORE HOURS

Mon-Sat 7:00am-8:00pm
Sundays 8:00am-5:00pm

Cake Size/Info
FULL SHEET

50% DEPOSIT REQUIRED

Last Day For Changes is
6 Days Before Pick up Date

B.C

All cakes have an outer
coat of whipped cream.

MONDAY

Pick Up Date

4/29/2019

TIME DUE

2-3 PM

Date & Time Initials: _____

Delivery Address

California State University, Los Angeles
5151 State University Drive
Los Angeles, CA 90032-8530

All Deliveries have a one hour time frame.

Fondant is NOT used on any cake unless specified otherwise on order.

Description	Qty	Rate	Amount
CAKE FLAVOR: CHOCOLATE		195.00	195.00

CAKE FILLING: BAVARIAN CREAM

CAKE REFERENCE: stefaniacordoneanu@gmail.com (FOR IMAGES THAT WILL GO ON TOP OF THE OPEN FONDANT MAGAZINE)

CAKE DESCRIPTION: OPEN FONDANT MAGAZINE ON TOP WITH THE TWO IMAGES ON IT. MATCH THE COLORS ON THE IMAGES.

CAKE COLORS: WHITE BACKGROUND.
STATEMENT 2019 (ON TOP OF CAKE BELOW THE MAGAZINE)
(RED) (ROYAL BLUE)

DELIVERY CHARGE:		25.00	25.00
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Deposit Given:

Balance Due:

Total \$220.00

Please make any changes at least 6 days in advance. Cancelled orders with a 6 days' notice are subject to a 25% charge of invoice total (no exceptions). Cancellations within 6 days' notice are not guaranteed and are subject to manager's approval. Refunds are returned in the same form of initial payment. Some cakes are required to be started before the due date. All cakes are kept fresh. All deliveries must be paid in full 3 days prior to delivery date. Deliveries, cakes stands, sugar paper, and decorations cannot be paid with food stamps, they must be paid cash.

I HAVE READ AND CHECKED ALL DETAILS OF MY ORDER AND EVERYTHING IS CORRECT.

X _____

Send images to:
maryscakeshop@yahoo.com

4/29/2019 Invoice # 32050
2-3 PM STATEMENT MAGAZINE
909-732-9204