

FUNDING REQUEST FORM

2019-2020

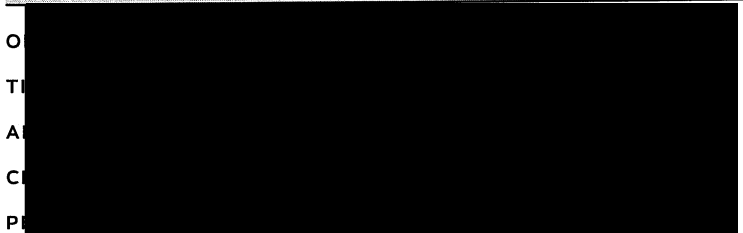
PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

EVENT FLYER WITH ASI LOGO
 CSI EVENT REGISTRATION FORM
 ESTIMATES/FOOD PERMITS
 EVENT ESTIMATES / INVOICES
 CLUB FUNDING ACCOUNT

PART 2 - CONTACT & ORGANIZATION



CLUB/ORG: Food Science and Technology Association

EVENT TITLE: 10 Years of FST

DATE(S) OF EVENT: 9/26/19

SEMESTER: FALL

EVENT LOCATION: CalState Ballroom 3

EXPECTED ATTENDANCE: 80

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 40

SIGNATURE: *Elin M*

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?

BRIEFLY DESCRIBE THE EVENT:

This is a ten year anniversary celebration of the food science and technology program at CalState LA. We intend to celebrate this milestone with a banquet

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event honors the hard work of those who have built this program, builds visibility for the program in the Food Science industry and on campus and allows students, alumni and faculty of FST to gather socially.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Catering/Event Space	2606.06			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 2606.06
 TOTAL REQUESTED FROM ASI: 2606.06
 AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 Student effort and labor to send promote via social media and send invites online.

OFFICE USE ONLY

STAFF INITIALS: AM

TIME STAMP:

19 SEP 11 PM 4:50:34





Golden
Eagle
Hospitality

for: Event # E36682
on: Thursday, September 26, 2019

Client/Organization Food Science and Technology Club	Event Date 9/26/2019 (Thu)	Booking Contact [REDACTED]	Event # E36682
Address 8162-05 PE 206		City, St/Prov Postal Los Angeles, CA 90032	Booking Tel [REDACTED]
Party Name FST 10 Anniversary Celebration	Sales Rep Amy Miers	Theme	Category
			Guests 80 (Act)

Description	Type	Start	End	Venue	Banquet Room	Setup Style	
		5:30 pm	9:00 pm		Ballrm 3	Banquet 10	
Food & Beverage				Equipment/Miscellaneous			
Food/Service Items	Unit	Price	Total	Food/Service Items	Unit	Price	Total
Food Setup at TBD				Banquet Rounds of 10			
(80) Disposables	Each	0.50	40.00	(1) LCD Projector Package (Client to provide laptop)	Each	50.00	50.00
-Buffet Style Lunch	Guest(s)			(1) Lavalier Microphone	Each	50.00	50.00
Traditional Caesar Salad				(1) Powerpoint Clicker	Each	25.00	25.00
(25) Beef Vegetable Lasagna	Guest(s)	22.00	550.00				
(15) Grilled Vegetable Lasagna	Guest(s)	22.00	330.00				
(40) Chicken Picatta with Lemon Caper Sauce	Guest(s)	24.00	960.00				
-Mashed Potatoes							
-Sauteed Veggies							
(80) -Garlic Breadsticks	Guest(s)	0.50	40.00				
-Full Sheet Cake - Flavor TBD							
- With Writing: " 10 Years of FST"							
Iced Tea							
Water Service							

Notes

Left message to confirm event - ap 8/9/19

[Handwritten Signature] (Advised)
09/11/2019

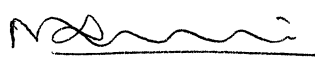
Authorized Signature & Date: _____
(Please sign & date all pages)

E36682 - Food Science and Technology Club

	Food	Beverage	Liquor	Equipment	Labor	Room	Other	Total
Subtotal	1,920.00	0.00	0.00	125.00	0.00	0.00	0.00	2,045.00
Service Charge	326.40	0.00	0.00	21.25	0.00	0.00	0.00	347.65
Taxes	213.41	0.00	0.00	0.00	0.00	0.00	0.00	213.41
Total	2,459.81	0.00	0.00	146.25	0.00	0.00	0.00	2,606.06

Subtotal	2,045.00	Paid	0.00
Tax	213.41	Balance	2,606.06
Service Charge	347.65		
Total Value	2,606.06		

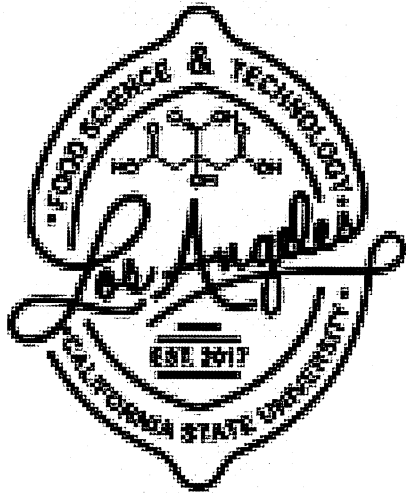
Banquet Event Order is invalid unless signed and returned along with a check or purchase order to the Golden Eagle Hospitality Office. Missing catering equipment is the responsibility of the Authorized Signee. A 17% Service Fee and 9.5% Sales Tax will be Charged where applicable. 72 Hours Guest Count Confirmation and Cancellation Notice Needed.

 (Advisor)

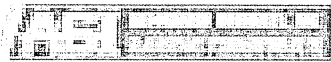
Authorized Signature & Date: _____
 (Please sign & date all pages)

09/11/2019

Thursday 9/26/19
Golden Eagle
Ballroom
5:30pm-9:00pm



Celebrating 10 Years
of Food Science and
Technology





Event Registration

Celebrating 10 Years of Food Science and Technology at CalState LA

[APPROVED]

Revised By: [REDACTED] 4:13:23 PM - Version 2

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

Event Name

Celebrating 10 Years of Food Science and Technology at CalState LA

About the event

Please describe what this event is about and include all intended activities that will take place.

This event is a banquet to celebrate the 10th anniversary of the Food Science and Technology Association at CalState LA. This event will celebrate the current students, alumni and the field of food science as a whole. Guest speakers, (Food Science and Technology) FST faculty and FSTA (Food Science and Technology Association) officers will provide lectures or short speeches on issues relevant to the major as well as discuss current industry topics. A buffet dinner will be served to guests.

Host Organization Name

What Organization/Department is hosting the event?

Food Science and Technology Association

Estimated Attendance

80

Time & Location

Start Date/Time

09/26/2019 - 5:30 PM

End Date/Time

Where will the event take place?

On campus

Location

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.

Golden Eagle Ballroom 2

Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

Contact Person

Please provide the name of the officer submitting this form.

Officer Contact Phone Number

12139100092

Contact Email

Provide the officer's email address.

Organization Advisor Phone Number

Organization Advisor Name

Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. 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.

How do you plan on marketing this event?

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.

Other

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.

Not Applicable

Will the event have security?

No

Who will be providing the food?

University Catering

Will food be served at the event?

Yes

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization?

No

Will a movie be shown at this event?

No

Will alcohol be served at this event?

No

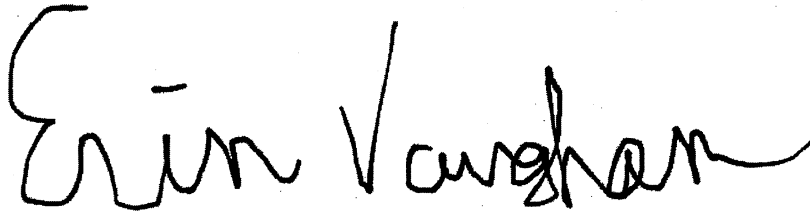
Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

Signature Pad Field

A handwritten signature in black ink that reads "Erin Vaughan". The signature is written in a cursive, flowing style.

Event Guidelines & Resources

Student Organization 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 the Office of the Dean of Students.

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 can be found in the Student Organization Handbook.

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 Waiver Forms: 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.

Student Organization Event Resources

Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
 - Filming Request Application
-