

# FUNDING REQUEST FORM

2019-2020

## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- 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

OFFICE:   
 TITLE:   
 ADDRESS:   
 CITY:   
 PHONE:   
 SIGNATURE: 

CLUB/ORG: SHESS  
 EVENT TITLE: ~~Professional Speaker Series~~ *FE Study Session*  
 DATE(S) OF EVENT: 9/28/19 SEMESTER: FALL  
 EVENT LOCATION: ET A332, ET B108, ET A406  
 EXPECTED ATTENDANCE: 30  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 30

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  
 BRIEFLY DESCRIBE THE EVENT:  
 Industry guest speaker will present to club members.  
 Club board members will present upcoming events and opportunities after guest speaker presents.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This will provide Cal State LA students with the opportunity to learn from and network with industry professionals.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Costco Pizza	\$50
	Water	\$10

MARKETING	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$60  
 TOTAL REQUESTED FROM ASI \$60  
 AMOUNT FROM OTHER SOURCES \$0  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 N/A

**OFFICE USE ONLY**

STAFF INITIALS *SK*

TIME STAMP: *Came before 12:00 but no one was here*

19 SEP 10 PM 12:09:26





**UNIVERSITY  
STUDENT UNION**

Event Registration

**SHESS FE Study Session**

Revised By



11:10:24 AM - Version 2

**[APPROVED]**

**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**

SHESS FE Study Session

**About the event**

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

FE Study Sessions will let students review engineering concepts for Fundamentals of Engineering (FE) exam. FE exam is required to obtain the Engineering In Training (E.I.T) certification is required for civil servant jobs. SHESS will provide Cal State LA students attending the study sessions with tutors and review materials prepared by engineering professors.

**Host Organization Name**

What Organization/Department is hosting the event?

Society of Hispanic Engineering and Science Students

**Estimated Attendance**

30

**Time & Location**

**Start Date/Time**

09/28/2019 - 9:00 AM

**End Date/Time**

09/28/2019 - 3:00 PM

## 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.  
ET A332, ET B108, ET A406

## 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.

[REDACTED]

### Officer Contact Phone Number

[REDACTED]

### Contact Email

Provide the officer's email address

[REDACTED]

### Organization Advisor Phone Number

[REDACTED]

### Organization Advisor Name

[REDACTED]

### 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.

[REDACTED]

## 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?

**Social Media Site**

Instagram

**Social Media Handle**

shpe\_calstatela

**Who is invited to this event?**

Cal State LA Community

**Will off-campus media be notified about this event?**

No

**Tags**

EDUCATIONAL

**Cover Image**



**Event Details**

Educational Workshop/Program

### **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?**

Student Organization

### **Will food be served at the event?**

Yes

### **Temporary Food Facility Form Upload\***

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering. Check the resources section below for a link to the form.

[ad025c3a-c803-4350-b890-bf8e8b8f66f8.pdf](#)

### **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?**

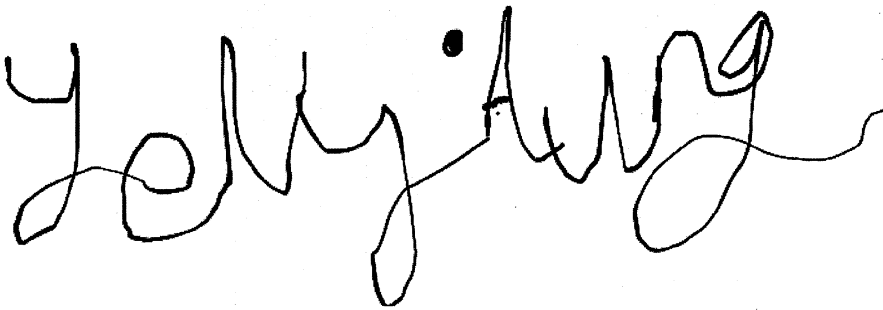
If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

Acknowledgment

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, appearing to read 'John King', written in a cursive 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
- Amplified Sound Permit

## 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

## Notes

### Event Notes

The event will be repeated on 9/28, 10/12, 10/26, 11/9 at the same location and the same time.

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## CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Temporary Food Permit and Food Handlers Certificates MUST be posted during the event.

**Request for Authorization to Offer / Sell Potentially Hazardous Food**

- To ensure that adequate measures are taken to prevent food borne illness, all Cal State LA Student Organization / Colleges and departments not licensed to sell food in Los Angeles County must complete Food Safety and Handling training and submit this Temporary Food Permit for Authorization.
- Vendors, Food trucks, Caterers must submit their Public Health Permit, LA County License to sell, Catering Permit and Insurance of liability along with this form.
- This form must be completed at least ten (10) business days prior to the event.
- Cal State LA Temporary Food Permit, Food Handlers Certificates and the LA County Food Permit MUST be visibly posted.
- For a description of what types of foods are considered potentially hazardous, please refer to the guidelines / links on the last page.
- Attach Food Handler Certificates to this form / permit.
- Permit must be signed by Sponsoring Organization Chairperson Representative, Center for Student Involvement, University Auxiliary Services prior to EB&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

Date of Event: 9/25, 10/12, 10/26, 11/9 Estimated Attendance: 50

Name of Event: FE Study Sessions

Type of Event: Educational Program Location: ET A332 ET B108 ET A406

Sponsoring Organization: Society of Hispanic Engineers and Science Students

Authorized Representative: [Redacted] Fax: N/A

Time:

Access Time: 2 9:45 am / p.m. to 3:30 am / p.m.

Event Time: 9:00 am / p.m. to 3 am / p.m.

Type of Food Service:

- Snacks     Catering  
 Food Sale     Other (describe below)

(Provide Caterer's / Market's / Restaurant's complete name and address in space above this box; see Paragraph 2(d) in Temporary Food Facility Guidelines for further instructions.) For additional address you may add a page.

Describe Other: Food for attendees

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. Pizza for ~~attendees~~ from Costco

Where will this food be prepared or purchased (Note no Home Baked/Cooked Items are Allowed)? Purchased from ~~store~~ Costco (2207 W Commonwealth Ave, Alhambra, CA 91803)

List all beverages to be sold/served Water

Where will beverages be prepared or purchased? Costco Purchased from Costco

Methods of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Food will be served right after purchase

19-489



**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete online Food Handler Training prior to sell / offer food, agrees to read, understand, and comply with the Cal State L.A. 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) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EHS.

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 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

**Student Organizations / Colleges**

For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: <https://ds.calstate.edu/svs-egill-student&any-prod&org=calstate>.  
 Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
[Redacted]	<i>Yenyidung</i>

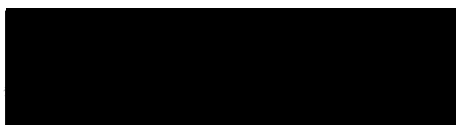
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

<i>Yenyidung</i>	[Redacted]
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
2. Center for Student Involvement (USU 204) (Student Organizations Only)	Date: 7/4/19
3. University Auxiliary Services, Inc. (Union Eagle Bldg 319)	Date: 7/5/19
Environmental Health & Safety (Corporate Yard Bldg. 144)	Permit No. 19-481 Date: 9/9/19

# CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

**Food Safety and Handling**

**esh\_sah\_a05\_sh\_enus**

on

**Aug 28, 2019**



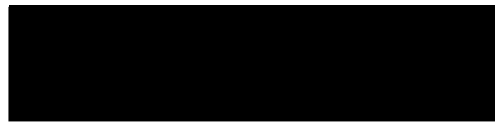
Print

# CERTIFICATE

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OF COMPLETION

This is to certify that



has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Aug 29, 2019**



**skillsoft**

# SHESS FE STUDY SESSIONS



ASSOCIATED STUDENTS, INC.

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

FREE!!!

WHEN: SATURDAY SEPT. 14 @ 9AM-3PM

TOPIC: GENERAL MATH FOR ALL MAJORS

INSTRUCTOR: PRIME HEIN

WHERE: ETA336



SHPE\_CALSTATELA



SHESSCALSTATELA



SHPE CALSTATELA



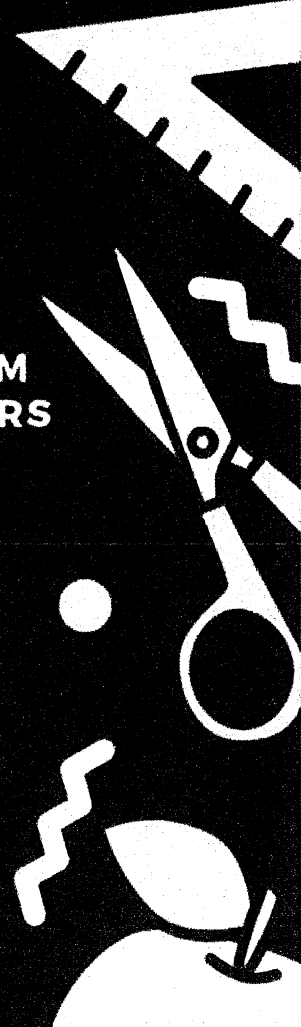
SHESSCALSTATELA@GMAIL.COM



WWW.CALSTATELA.EDU/ORGS/SHESS



CDM  
Smith



782796  
KIRKLAND SIGNATURE  
PREMIUM DRINKING WATER  
40/16.9 OZ. (21.12QTS)

PRICE PER QUANT  
.142

2.99

**\$2.99** YOUR COST

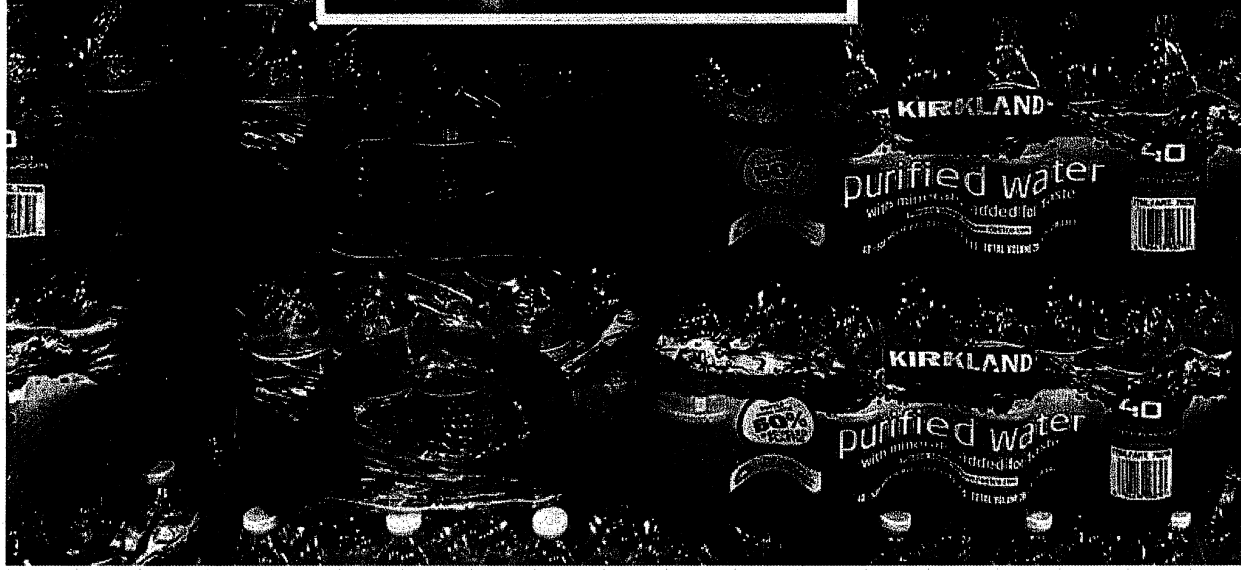
Kirkland Signature™  
Water

40/16.9 OZ.  
Item 782796  
Price by Item  
40/16.9 OZ.  
300 PBA37



Valid Aug. 31 -  
Sept. 24, 2017

See package for details.





# PIZZA

COMBO, CHEESE OR PEPPERONI

SLICE      18" WHOLE

1.99

9.95

REQUEST FOR EXCEPTION TO CAL STATE LA STUDENT ORGANIZATIONS FUNDS ADMINISTRATION POLICY (5/19/17)

Please complete the information on this form to advise us of your request for an exception to Cal State LA's Funds Administration policy. Return the completed form to room 306 University-Student Union c/o Office of Associate Executive Director.

Organizations having separate legal status granted by the state/federal government and maintaining a bank account outside the University must submit a written request to the Associate Executive Director of the University-Student Union providing the legal name of the organization, the tax ID number, and the bank name, branch address, and bank account number of the organization.

For student organizations without a separate legal status, an exception to the on-campus banking rule will only be granted for unusual and fully documented special circumstances.

All requests will be reviewed on a case-by-case basis, and will be forwarded to CFO for final decision if an exception is deemed to be warranted.

The more information you provide upfront, the quicker a decision can be made and you can be advised of either exception approval, or next steps required, etc...

General Information:

Requestor's First Name:

Last Name:

Your student organization's name:

Society of Hispanic Engineering and Science Students

Does your organization currently have the recognized student organization status? Yes  No

Your position title with the student organization:

Treasurer

Your E-Mail Address:

Telephone Number:

Exception Request:

Are you requesting this exception to be permanent or temporary? If temporary, please specify length of time.

I am requesting this exemption to be permanent.

Please describe the type of financial administration exception you are requesting

- Use of outside bank accounts
- Not doing your own financial administration according to university policy such as not handling your own bookkeeping and records keeping, or not managing your funds balances periodically

We will continue using the Cal State LA Federal Credit Union as for our club's banking.

Please describe why the university's standard regulations and available options do not meet your needs.

The Society of Hispanic Engineering and Science Students is is part of a national organization-an student chapter of the Society of Hispanic Professional Engineers-and is required to file a treasury report yearly, which contains detailed transactions and the USU banking system can't offer the information at an availability of our comvinience. Also, our ourganization sponsors a fair nunber students to attend conferences and mantain in high prestige the name of our organization and our university. However, with the new banking system, the process to sponsor to students become very hard due to several regulations.

How does your proposed process or practice differ from the university's policy and standard?

My organization's proposed practice would allow to issue checks not only to officers but to general members as well, in order to financially sponsor our members to attend multiple conferences. Under USU banking system, checks can only be issued to officers and not to general members; therefore, the USU banking system will create complications for the conference sponsorships provided by the Society of Hispanic Engineering and Science Students.

What controls will be put into place to mitigate risk of the function for which you are seeking exception? Please note that mitigating controls must equal or exceed those of the exception and other applicable university policies.

The reimbursement process implemented by SHESS requires the person seeking to be reimbursed to complete and submit the following: SHESS Student Reimbursement Form (created by the student organization) that will state details for the expenses (such as date, amount spent, and the expenditures), original receipts and bank statements to verify and prove the expenses. This paperwork is then review with careful consideration by the President and Treasurer of SHESS in order to approve the reimbursement to the member in case. A receipt will be provided (while the organization holds a copy) along with a check as a proof of issuing the reimbursement. These regulations set by the Executive Board of Directors of SHESS will allow us to monitor the transactions of the organization's funds and have documents as proof of the authenticity for each expense.

Who will perform the actual financial administration for your organization if exception is granted?

The treasurer and the president will perform the actual financial administration.

Who will perform the oversight for the financial administration of your organization?

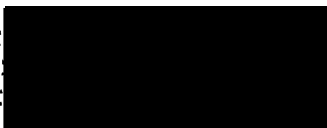
The Society of Hispanic Professional Engineers will perform the oversight of financial administration.

Please explain how this exception will not conflict with university regulations for student organizations.

Our organization, Society of Hispanic Engineering and Science Students (SHESS), is incorporated under Society of Hispanic Professional Engineers, which is a national organization. The organization is tax exempted and since we are incorporated, SHESS is also a tax exempted non-profit organization under IRS Section 501 (c).

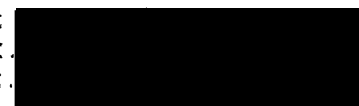
Signatures by student organization officials:

President:  
Full name:  
Date:



Signature: .....

Treasurer:  
Full name:  
Date:



Signature: .....

Advisor:  
Full name:  
Date:



Signature: .....

OFFICE USE ONLY:

VPAF/CFO decision: Exception  granted  not granted  
Signature or Initials: *[Signature]*  
Date: 7/12/17