

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

OFFICE: [REDACTED] CLUB/ORG: Association for Computing Machinery
 TITLE: [REDACTED] EVENT TITLE: Pizza & Boba Fundraiser
 ADDRESS: [REDACTED] DATE(S) OF EVENT: 11/7 SEMESTER: FALL
 CITY: [REDACTED] EVENT LOCATION: In front of King Hall
 PHONE: [REDACTED] EXPECTED ATTENDANCE: 99
 SIGNATURE: *Demetrius Garcia* EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 99

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES
 BRIEFLY DESCRIBE THE EVENT:
 The pizza & boba fundraiser will help raise funds for ACM projects and conferences.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This will help by getting students the experience they need with our projects by introducing ourselves to them with this fundraiser.

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		Costco Pizza (10)	\$217.25				
		Boba Drinks (50)	\$109.2				

MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$326.45
 TOTAL REQUESTED FROM ASI \$326.45
 AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 [REDACTED]

OFFICE USE ONLY

STAFF INITIALS *SK*

TIME STAMP:

15 OCT 25 PM 10:57:11





UNIVERSITY
STUDENT UNION

Event Registration

Pizza & Boba Fundraiser

Submitted By: [REDACTED] on 10/23/2019 11:11:25 AM

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

Host Organization Name

What Organization/Department is hosting the event?
Association for Computing Machinery

Event Name

Pizza & Boba Fundraiser

Estimated Attendance

99

About the event

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

The Pizza & Boba Fundraiser is to raise funds for promoting ACM projects and conferences. This will help getting students the experience they need with our projects by introducing ourselves to them with this fundraiser.

Time & Location

Start Date/Time

11/07/2019 - 10:00 AM

End Date/Time

11/07/2019 - 3:00 PM

Where will the event take place?

On campus

On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

Specific Address/Location Information

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

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

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?

Printed posters/fliers

Social Media

Website

Social Media Site

Facebook

Instagram

Social Media Handle

Acm Cal State LA, calstatela_acm

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.

cc1415fe-6640-4a0e-87d0-0d2d4d77be29.png

Who is invited to this event?

Student organization members

Cal State LA Community

Website URL for marketing

Requires http:// or https://

<https://acm-calstatela.com/>

Will off-campus media be notified about this event?

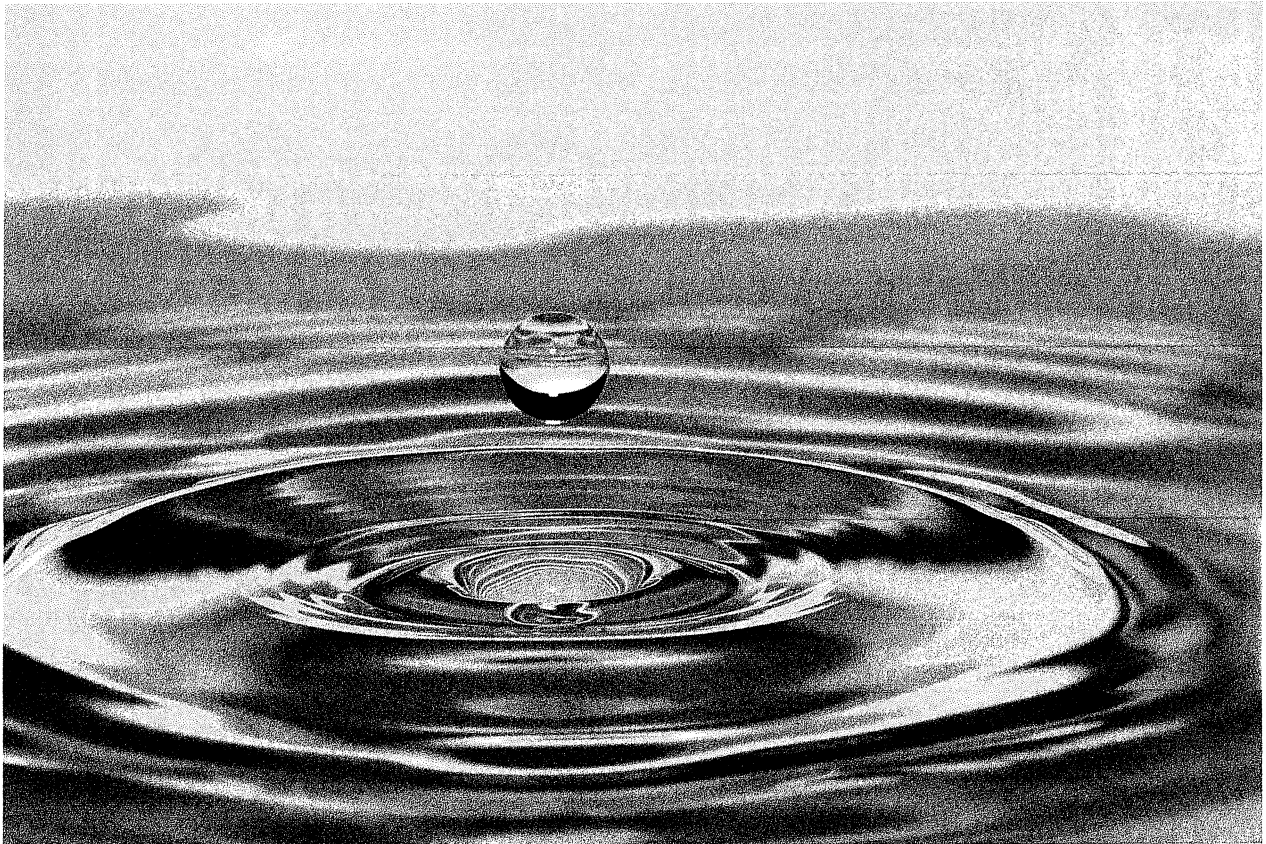
No

Tags

FUNDRAISING

Cover Image

Please select an image that corresponds to your event.



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.
Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Not Applicable

Who will be providing the food?

Student Organization

Will the event have security?

No

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.

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

Yes

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

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

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. How will these benefit the organization?

The pizza will be sold \$2 per slice & Boba will be sold \$3 per drink.

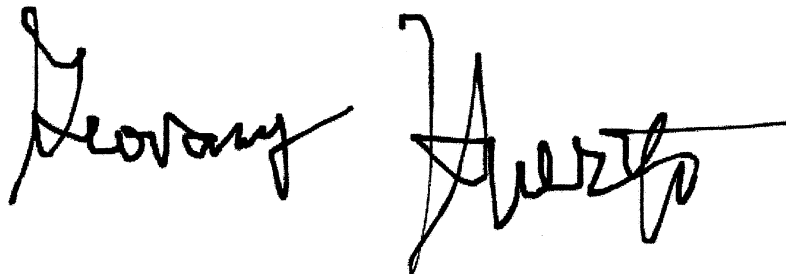
How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.
Approved Exempt Status

Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, 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.

Signature Pad Field

Two handwritten signatures in black ink. The first signature is cursive and appears to read 'Geovany'. The second signature is also cursive and appears to read 'Hurtz'.

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

item	Unit Price	Units	Subtotal	Tax	Total
Pizza	\$9.95	10	\$99.50	\$9.70	\$109.20
Boba Milk Tea	\$3.95	50	\$197.50	\$19.75	\$217.25
					\$326.45



PIZZA

COMBO, CHEESE OR PEPPERONI

SLICE 18" WHOLE

1.99

9.95

Bánh Mì & Chè Cali

135 S. San Gabriel Blvd. Suite #A, San Gabriel CA 91776

Tel. (626) 286-8728

Open Daily 6:30 AM – 9:00 PM

Khai Vị/ Appetizers

1. Deep Fried Fish Balls (炸魚丸)	\$4.50
2. Deep Fried Chicken (香酥雞)	\$4.50
3. Fried Tempura (甜不辣)	\$4.50
4. Deep Fried Tofu (炸豆腐)	\$4.50
Nem Tôm Cuốn/ BBQ Pork & Shrimp Rolls (3)	\$4.95
Nem Cuốn/ BBQ Meatloaf (3)	\$4.95
Chả Giò/ Egg Rolls (5)	\$4.50

Phở/ Rice Noodle Soup

11. Đặc Biệt/ Special Noodle Combination	\$7.95
12. Tái/ Rare Steak	\$7.95
13. Chín Nạm/ Well-Done Brisket & Flank	\$7.95
15. Gà/ Chicken Noodle Soup	\$7.95
16. Tôm/ Shrimp Noodle Soup	\$7.95
17. Phở Bò Kho/ Beef Stew Noodle Soup	\$7.95
18. Tái Nạm/ Rare Steak, Well-Done Beef Noodle Soup	\$7.95
19. Tái Bò Viên/ Rare Steak, Beef Balls Soup	\$7.95
20. Soup Bò Viên/ Beef Balls (W/out Noodle)	\$4.50
21. Phở Không Thịt/ Noodle Soup (W/out meat)	\$5.00

Bún/ Vermicelli

30. Bún Tôm Thịt Nướng Chả Giò/ Shrimp, BBQ Pork & Egg Roll	\$7.95
31. Bún Bò Xào/ Beef & Grilled Onion	\$7.95
32. Bún Bì Chả Giò/ Shredded Pork Skin, Egg Roll	\$7.95
34. Bún Cà-ri Gà/ Vermicelli w/ Curry Chicken	\$7.95
36. Bún Tôm Thịt Nướng/ Shrimp, BBQ Pork w/ Vermicelli	\$7.95
37. Bún Thịt Nướng/ BBQ Pork w/ Vermicelli	\$7.95
38. Bún Bò Huế/ Hue Noodle Soup	\$7.95

Com/Rice (Steam Rice or Fried Rice)

50. Com Thịt Trứng/ BBQ Pork, Egg w/ Rice	\$7.95
51. Com Tôm, Thịt, Trứng/ Shrimp, BBQ Pork, Fried Egg w/ Rice	\$7.95
52. Com Bò Xào Salad / Sautéed Beef w/ Rice	\$7.95
53. Com Gà Dòn/ Crispy Chicken w/ Rice	\$7.95
54. Com Cà-ri Gà/ Curry Chicken w/ Rice	\$7.95
55. Com Bò Kho/ Beef Stew w/ Steam Rice	\$7.95
56. Com Bì, Thịt, Trứng/ Shredded Pork Skin, BBQ Pork, Fried Egg w/ Rice	\$7.95
57. Com Sườn, Bì, Chả/ Shredded Pork Skin, Eggloaf, Pork Chop w/ Rice	\$7.95
58. Com Sườn Nướng/ Pork Chop w/ Rice	\$7.95
59. Com Chiên Dương Châu/ Yang Chou Fried Rice	\$7.95
60. Com Trắng/ Steam Rice	\$1.00
61. Sườn Miếng/ Pork Chop	\$1.75

Mì / Egg Noodle Soup

39. Mì Hoàn Thành/ Wonton Noodle	\$7.95
40. Mì Đùi Gà/ Chicken Noodle Soup	\$7.95

Cháo/ Congee

81. Cháo Lòng/ Pork Stripe Congee	\$4.50
82. Cháo Gà/ Chicken Rice Congee	\$4.50
83. Cháo Huyết/ Pork Blood Congee	\$4.50

Chè/ Dessert

**** Buy 2 Get 1 Free ****

\$2.25/Bowl

➤ Bà Ba	➤ Chuối	➤ Khoai Môn	➤ Thái	➤ Trôi Nước
➤ Bắp	➤ Đậu	➤ Sâm Bỏ Lượng	➤ Thưng	➤ Táo Sọt

Extra Coconut Milk.\$0.50, \$1.00, \$2.00

Giải Khát/ Beverage

	Small	Large
➤ Café Sữa Đá/ Iced Milk Coffee	\$3.00	\$4.00
➤ Café Đen Đá/ Iced Coffee	\$3.00	\$4.00
➤ Chè Ba Màu/ Tri Colors Dessert	\$3.00	
➤ Chè Thái/ Thai Dessert	\$3.00	
➤ Sâm Bỏ Lượng	\$3.00	
➤ Café Sữa Nóng/ Hot Milk Coffee	\$3.00	

**** Buy 1 Get 1 Free ****

\$3.95 (S) / \$4.95 (L)

(With Tapioca, Pudding, Green & Red Jelly)

- Green Tea
- Red Tea
- Milk Tea
- Honey Green Tea
- Thai Tea
- Winter Melon
- Milk Green Tea



Pizza & Boba

Date: Thursday,
November 7, 2019

&

Time: 10:00 a.m. -
3:00 p.m.

Location: In Front
of King Hall



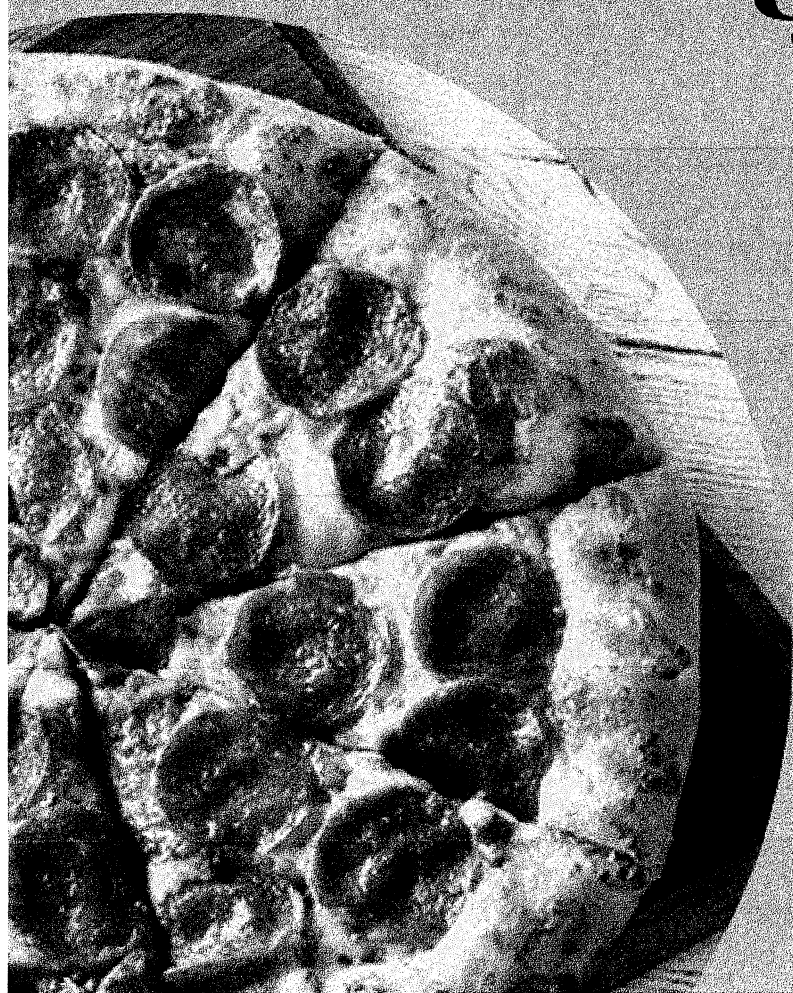
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CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

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 EH&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

Date of Event: 11/7/2019 Estimated Attendance: 99

Name of Event: Pizza & Boba Fundraiser

Type of Event: Fundraiser Location: In front of King Hall

Sponsoring Organization: Associaiton for Computing Machinery

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

Time: _____ Costco: 2207 W Commonwealth Ave, Alhambra, CA 91803

Access Time: _____ 11:00 a.m./p.m. to 03:00 a.m./p.m. Banh Mi Che Cali: 135 S San Gabriel

Event Time: _____ 11:00 a.m./p.m. to 03:00 a.m./p.m. Bldv #A, San Gabriel CA 91776

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 6.2(e) in Temporary Food Facility Guidelines for further instructions.) For additional address you may add a page.

Describe Other: _____

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Pizza, Dough, Tomato Sauce, Pepperoni, Cheese, Mushrooms, Bell Pepper, Sausage

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

List all beverages to be sold/served Boba tea

Where will beverages be prepared or purchased? Banh Mi Che Cali

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Brought over prior to event start time

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 LA 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 EH&S.

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/svc=skillsoftstudent&env=prod&org=calstatela>. Certificate Expires one year from the initial completion date.

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

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

[Signature] _____ *[Redacted]* _____
 1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

[Signature] _____ **10.21.19** _____
 2. Center for Student Involvement (USU 204) (Student Organizations Only) Date

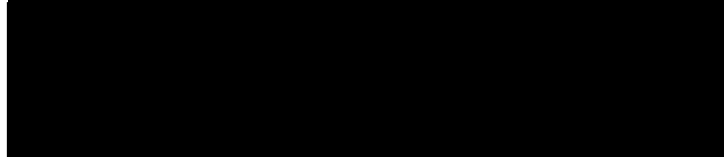
[Signature] _____ **10/21/19** _____
 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date

[Signature] _____ **19-599** _____ **10/22/19** _____
 4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date

CERTIFICATE

OF COMPLETION

This is to certify that



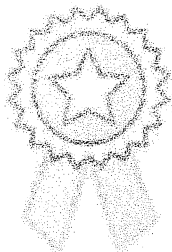
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019



skillsoft 

This is to certify that



has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 26, 2019



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
 5151 State University Drive,
 Los Angeles, CA 90032-8778
 Phone: (323) 343-3509 Email: FacilitiesUse@calstatela.edu

Requestor Information

Name of Sponsoring club/organization: Association for Computing Machinery
 Reservation Contact Name*: [Redacted]
 Phone number: [Redacted]
 Email: [Redacted]
 Event Contact**: [Redacted]
 Phone Number: [Redacted]
 Email: [Redacted]

Faculty/Staff Advisor Name: _____ 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 checkin, 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
11/7	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Preferred Location: 1st choice: King Hall Walkway 2nd choice: In front of Library

Initial G.H. 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: Pizza & Boba (drink)

**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: Banners and signs

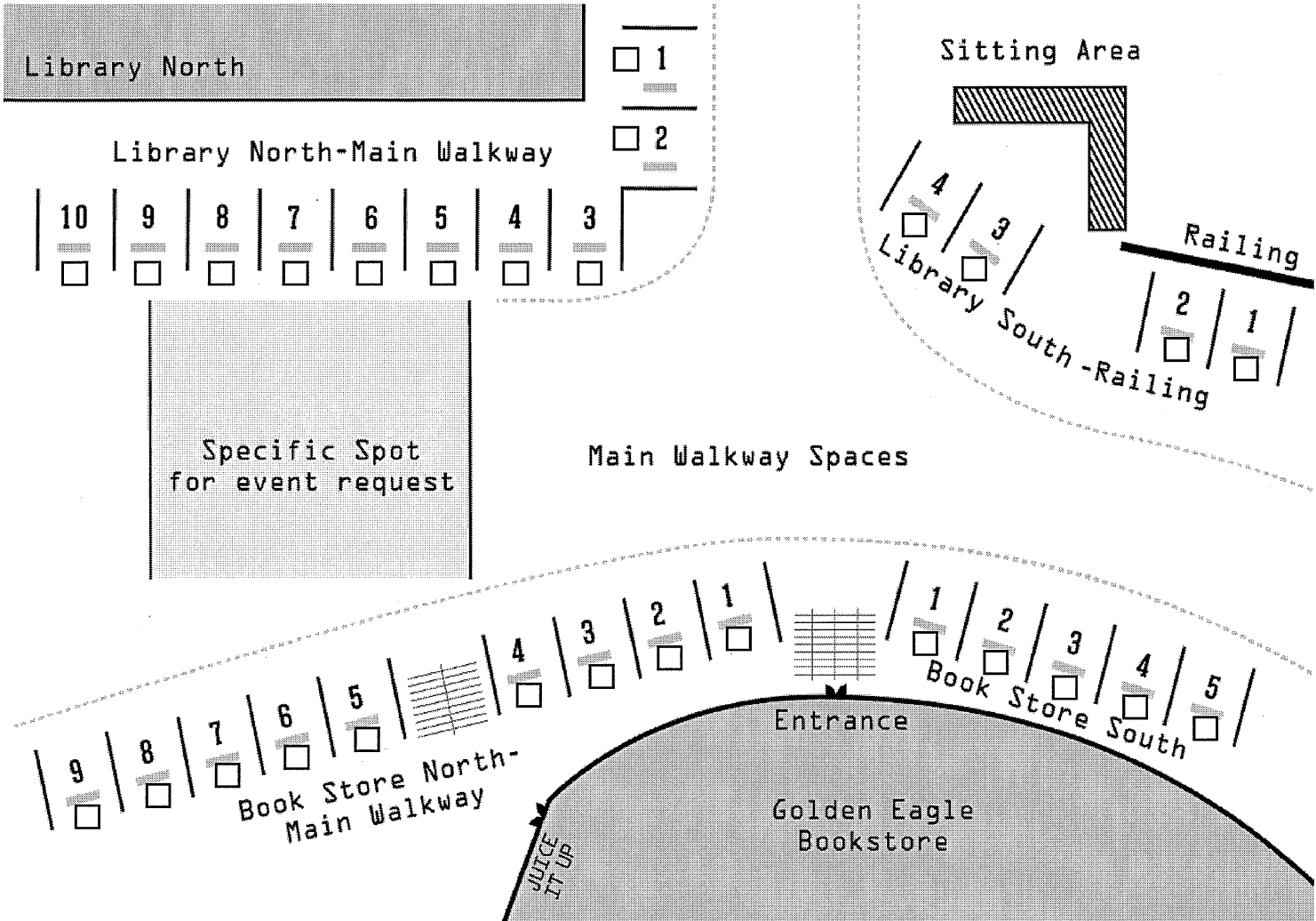
Will there be amplified sound of any kind? Yes No **An approved amplified sound permit and event registration form will be required.

Requestor's Signature: [Signatures] Date: 10/25/2019

For Office Use Only:

Confirmation by the Administration and Finance Office Initials: _____ Date: _____

Areas Requested	Day(s)	Time(s)



Reservation Agreement

G.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: Association for Computing Ma

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

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

G.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.

G.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.

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

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