

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

PART 2 - CONTACT & ORGANIZATION

OFFICE: [REDACTED] CLUB/ORG: American Society of Mechanical Engineers
 TITLE: [REDACTED] EVENT TITLE: ASME Fundraiser
 ADDRESS: [REDACTED] DATE(S) OF EVENT: 11/5 and 11/12 SEMESTER: FALL
 CITY: [REDACTED] EVENT LOCATION: In front of the library
 PHONE: [REDACTED] EXPECTED ATTENDANCE: 75
 SIGNATURE: [Signature] EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 75

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

Fund-raiser in support to help ASME build their intelligent ground vehicle

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will contribute to creating new and more opportunities for CSULA students.

PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	N/A	0.00	HONORARIA / CONTRACTS	N/A	0.00
MARKETING	Costco Pizza	220.00	OTHER	Napkins	5.00
	Water Bottle	5.00		Gloves	7.00
	Sodas	15.00		Plastic Plates	10.00

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 262.00
 TOTAL REQUESTED FROM ASI
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

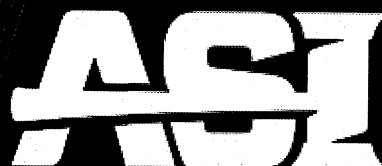
OFFICE USE ONLY

STAFF INITIALS AM
 TIME STAMP: 19 OCT 24 PM 12:59:05



ASME Fundraiser

JOIN US TO
SUPPORT ASME
NOVEMBER 5 AND 12
TIME: 11:30AM TO
1:30PM
IN FRONT OF THE
LIBRARY

The logo for Associated Students, Inc. (ASIS) is displayed in a stylized, bold, white font on a black background. The letters 'A', 'S', and 'I' are interconnected, with the 'S' being particularly prominent and wide.

ASSOCIATED STUDENTS, INC.

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



**UNIVERSITY
STUDENT UNION**

Event Registration

ASME Fundraiser

Revised By: [REDACTED] on 10/22/2019 11:11:59 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

Host Organization Name

What Organization/Department is hosting the event?
American Society of Mechanical Engineers

Event Name

ASME Fundraiser

Estimated Attendance

75

About the event

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

ASME will be hosting a Costco pizza fundraiser to help fund our project competition. The event will take place on November 5 and 12.

Time & Location

Start Date/Time

11/08/2019 - 11:30 PM

End Date/Time

11/15/2019 - 1:30 PM

Where will the event take place?

On campus

On Campus Locations

Other (describe in address/location field)

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 Library.

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

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?

Social Media

Social Media Site

Instagram

Social Media Handle

calstatela_asme

Who is invited to this event?

General Public

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.

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?

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.

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

No

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?

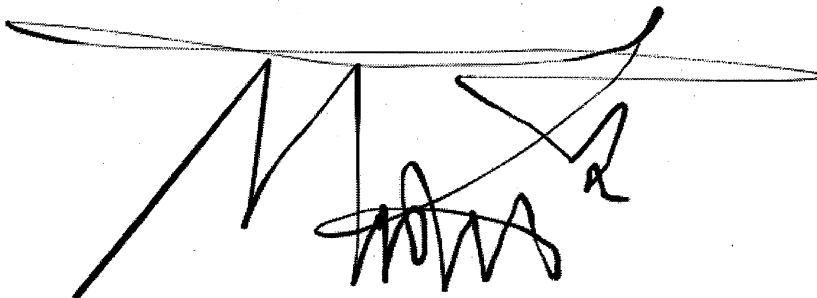
If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

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

A handwritten signature in black ink, consisting of a long horizontal line at the top, followed by several vertical and diagonal strokes, and a series of wavy, scribbled lines at the bottom.

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

Additional Resources

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 take place on two dates, on November 5th and the 12th.

Event Estimates / Invoices

Costco Pizza

10 boxes of pizza and tax included should be around \$110 *per day*

The screenshot shows a Costco website page with a repeating hotdog pattern border. The main heading is "THE GREATEST HOTDOG EVER" with the subtitle "AN ODE TO THE COSTCO HOTDOG". Below this is a navigation bar with links: HOME, COSTCO FOOD COURT MENU, NUTRITION DATA, MORE COSTCO GOODNESS, and CONTACT US. The featured product is "Whole Pizza" priced at \$9.95. A social sharing bar shows 6 shares on Facebook, Twitter, and Google+. Below the price, it says "18\" Whole Combo, Cheese, or Pepperoni". To the left is a product image of a pizza with a price tag that reads: "PIZZA COMBO, CHEESE OR PEPPERONI SLICE 1.99 18\" WHOLE 9.95".

Water Bottles

One pack of 35 bottles plus tax should be around \$5

The screenshot shows the Smart & Final website. The top navigation bar includes the logo, a search bar, and icons for Sign Up & Save, Shop, Weekly Ads, Coupons, My Lists, and Find A Store. Below the navigation are links for Business, Community, and Company. The main content area features a "Back to Shop" button and a "SHARE THIS" button. The product being highlighted is "FIRST STREET First Street, Water, Purified Drinking, 35 Bottle Value Pack (35 count)" listed in Beverages. The price is shown as "\$3.99 ea.". At the bottom of the product listing are "ADD TO LIST" and "ADD TO CART" buttons. To the right is an image of the water bottle pack.

Sodas

3 boxes of 12 cans each plus tax should be \$15

art&Final.

Search for products

Sign Up & Save

Shop

Weekly Ads

Coupons

My Lists

Find A Store

Community Company

Back to Shop

SHARE This

COCA-COLA

Coca-Cola, Cola (12 count)

In Beverages

\$4.99 ea.

ADD TO LIST

ADD TO CART



Napkins

A pack of napkins plus tax should be \$4

Smart&Final.

Search for products

Sign Up & Save

Shop

Weekly Ads

Coupons

My Lists

Find A Store

Back to Shop

SHARE This

FIRST STREET

First Street, Napkins, Luncheon, One-Ply (500 count)

In Household

\$3.79 ea.

ADD TO LIST

ADD TO CART



Description

145 sq in (922 sq cm), 11 in x 13 in (27.9 cm x 33 cm). Quality since 1871. First Street brand products represent five generations of family commitment to quality and value. In 1871 two

Gloves

A pack of gloves plus tax should be \$7

Smart&Final.

Search for products



Sign Up & Save

Shop

Weekly Ads

Coupons

My Lists

Find A Store

Business Community Company

< Back to Shop

SHARE THIS

FIRST STREET

First Street, Gloves, Disposable, Poly (500 count)

in Household

\$5.99 ea.



ADD TO LIST



ADD TO CART



Plates

One pack of plates which should be \$10 with tax

Smart&Final.

Search for products



Sign Up & Save

Shop

Weekly Ads

Coupons

My Lists

Find A Store

Business Community Company

< Back to Shop

SHARE THIS

DIXIE

DIXIE, Everyday Printed Paper Plates, 8 1/2 Inch Lunch Or Light Dinner Size Plates, Microwaveable And Disposable, 154 Count (154 ct)

in Household

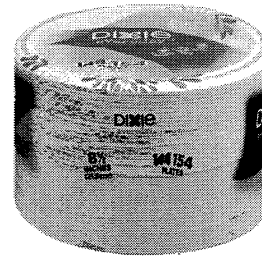
\$8.99 ea.



ADD TO LIST



ADD TO CART



CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Temporary Food Facility 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: ~~11/15~~, 11/5 † 11/12 † 11/19 Estimated Attendance: 75

Name of Event: ASME Fundraiser

Type of Event: Fundraiser Location: In Food of Library

Sponsoring Organization: American Society of Mechanical Engineers

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

Time: 1:40 - 2207 W Commonwealth Ave.

Access Time: 11:15 a.m./p.m. to a.m./p.m. Alhambra, CA 91803

Event Time: 11:30 a.m./p.m. to a.m./p.m. Costco

Type of Food Service: 1:30

- 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 Guidelines for further instructions.) For additional address you may add a page.

Describe Other:

List all food and potentially hazardous food (see Temporary Food Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. Pizza

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

List all beverages to be sold/served Boba (milk tea)

Where will beverages be prepared or purchased? T-Pumps 524 S Lake Ave, Pasadena, CA 91101

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Coolers and Carts

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.


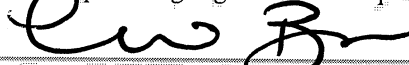


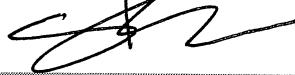
For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: <https://ds.calstate.edu/?svc=skillssoftstudent&env=prod&org=calstatela>

Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
[Redacted]	[Signature]

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

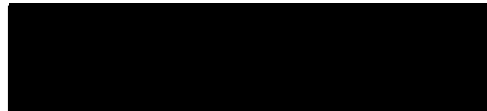
<p>1.  Signature of Sponsoring Organization Chairperson</p> <p>2.  Center for Student Involvement (USU 204) (Student Organizations Only)</p> <p>3.  University Auxiliary Services, Inc. (Golden Eagle Bldg. 314)</p> <p>4.  Environmental Health & Safety (Corporate Yard Bldg. 244)</p>	<p style="text-align: right;"> Authorized Representative to be present at event</p> <p style="text-align: right;">10.14.19 Date</p> <p style="text-align: right;">10/14/19 Date</p> <p style="text-align: right;">19-583 Permit No.</p> <p style="text-align: right;">10/15/19 Date</p>
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Print

CERTIFICATE

OF COMPLETION

This is to certify that



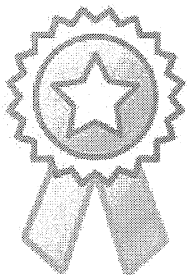
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019

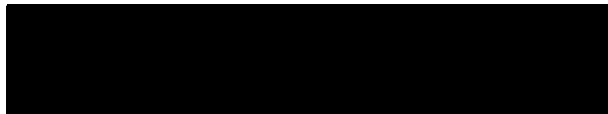


skillsoft 

CERTIFICATE

OF COMPLETION

This is to certify that



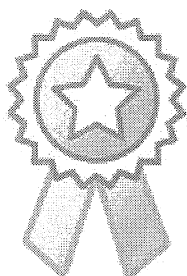
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019



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