FUNDING REQUEST FORM

2019-2020

		PART	1 - NOTIC	E & CHE	CKLIST		
	APORTANT	All Funding Request Fo Funding request forms Deadline for Request f	must be turned in no	less than 10 bus	iness days (2 weeks) p	rior to the event.	ee Meetings.
	EVENT FLYER WITH ASI LOGO	CSI EVENT REGISTRAT	ION FORM	ESTIMATE	ES/FOOD PERMITS	EVENT ESTIN	MATES / INVOICES
		PART 2	- CONTACT	& ORGA	NIZATION		
OFF TITL ADD CITY PHO SIGN	E: 1 RE: V: \			EVENT TITLE: DATE(S) OF EVENT LOCATI EXPECTED AT EXPECTED CA	National Chemvent: October 25 On: La Kretz Lo TENDANCE: 40 L STATE LA STUDENT	Biochemistry Clistry Week Clos 5, 2019 SEMEST bby S ATTENDANCE: 40	ing Ceremon er: FALL
	5 (1)			I DESCR	IPIION		
The to a	HE EVENT OPEN TO ALL CAI EFLY DESCRIBE THE EVEN THE Club's closing ceremon The great week of chemiser the MORE program	т: ony will commemor stry with a social eve	rate the end	With this students o	final event, we l	nope to remind munity of chem , which can pro il times.	Cal State LA ists and
		PAR	T 4 - COS	T BREAK	DOWN		
HOSPITALITY	description: Lunch - In 'n Out		217.63	HONORARIA / CONTRACTS DESCRIPT	ION:		AMOUNT:
MARKETINO	DESCRIPTION:		AMOUNT:	Raffle l Decora		etz Cabinet	AMOUNT: 211.70 132.20
76. U.S V. 184	PAI	RT 5 - EVENT S	SUMMARY				
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то	TAL REQUESTED FROM	ASI	561.53		STAFF INITIALS	AM	
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CHEMISTRY & BIOCHEMISTRY CLUB



MARVELOUS METALS

NATIONAL CHEMISTRY
WEEK 2019

MONDAY 10/21

OPENING CEREMONY - LKH LOBBY, 12:30-2PM TUESDAY 10/22

DEPT. SEMINAR PRESENTED BY JOEY LOPEZ - 12PM WEDNESDAY 10/23

LAB COAT TIE-DYE - FA 321, 6PM

THURSDAY 10/24

EXPERIMENT DEMONSTRATIONS AND CAREER INFO ON THE MAIN WALKWAY

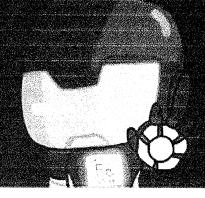
FRIDAY 10/25

SEMINAR- SH 184, 2-3:30 PM

PRESENTED BY PROFESSOR ZHANG FROM THE DEPT OF PHARMACOLOGY AND PHARMACEUTICAL SCIENCES AT USC CLOSING CEREMONY - LKH LOBBY, 3:30-5 PM

OCTOBER
21-25





(:/)

Organizations (./organizations)

Events (./events) Forms (./forms)

Event Registration

EXPORT • FDIT APPROVALS REVISIONS

National Chemistry Week 2019 Closing Ceremony

n 10/9/2019 4:25:57 PM - Version 4

Approval

Ordered

pproved

Approved on 10-09 12:03 PM

Campus Administrator Approved

Approved on 10-09 4:25 PM

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.

Host Organization Name

What Organization/Department is hosting the event? Chemistry and Biochemistry Club

Student Organization

Estimated Attendance

Event Name

40

National Chemistry Week 2019 Closing Ceremony

About the event

Please describe what this event is about and include all intended activities that will take place. National Chemistry Week is an event publicized by the American Chemical Society (ACS), the central national organization for all chemists and biochemists. Held on the week containing "Mole Day" (10/23, chosen for Avogadro's number 6.023 x 10^23), the events of the week aim to promote public awareness about chemistry. Our club board hopes to use the week to interest Cal State LA students

in chemistry and biochemistry by hosting social events and providing information about chemistry subfields and careers. The theme of 2019 National Chemistry Week is "Marvellous Metals."

The club's closing ceremony will commemorate the end to a great week of chemistry with a social event held after the MORE programs seminar, complete with lunch from In-n-Out. With this final event, we hope to remind Cal State LA students of the great community of chemists and biochemists

around them.

Time & Location

Start Date/Time

End Date/Time

10/25/2019 - 3:30 PM

10/25/2019 - 5:00 PM

Where will the event take place?

On Campus Locations

On campus

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.

La Kretz Hall Lobby

Organizations (./organizations) Events (./events) Forms (./forms)

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

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

Organization Advisor Name

Organization Advisor Phone Number

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

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

Email

Website

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review. National Chemistry Week 2019 Flyer.pdf

Who is invited to this event?

Website URL for marketing

Student organization members

Cal State LA Community

about this event?

Requires http:// or https://

http://www.calstatela.edu/orgs/chemistryandbioc

hemistry

Will off-campus media be notified

No

Organizations (./organizations) Events (./events)

Forms (./forms)

Tags

COMMUNITY BUILDING

SOCIAL

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.

Social Program

Tabling with Free Food

Planned Activities

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

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. Food Permit - NCW Closing Ceremony.pdf

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-

For more information on Club and Organization Funding please organizations-funding

visit: https://asicalstatela.org/services/clubs-and-organizations- (https://asicalstatela.org/services/clubs-and-

funding

Yes

11113 CYCITC

No.

Organizations (./organizations) Events (./events) Forms (./forms)

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

Signature Pad Field; (https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/w+krct1bspogaaaaabjru5erkjggg==)

Event Guidelines & Resources

Student Organization Event Guidellines

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

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 (http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/temporaryfood
- · Request to Serve Alcoholic Beverages Form (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf)

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 (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf)

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.

(http://www.calstatela.edu/studentservices/eventsfood-alcohol-and-campus-venues-alcohol)

Publicity: All publicity material must comply

with University Administrative Procedures AP

and AP P007

(http://www.calstatela.edu/sites/default/files/groups/Administ/对银行系统图解图像图片所有形式/Policy/p007.pdf). 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.

Organizations (./organizations)
University-Student Union Event Space Forms

Events (./events) Forms (./forms)

(http://www.calstatela.edu/sites/default/files/groups/Admirfsblowing%20rasd%29Hinauxed009/apQ1l0tpdf), your tabling, meeting, and event space

> requests at the University-Student Union. For more information refer to the University-

Student Union Operations

(https://www.calstatelausu.org/Applications.php).

- · External Table Request Form (https://www.calstatelausu.org/usuforms/usu/operations/sp2019/External%20SPACE%20Request%20Form.pdf)
- Information Table Request Form (https://www.calstatelausu.org/usuforms/usu/operations/fa2018/Information%20Tabling%20Request%20Form.pdf)
- Meeting Request Form (http://https://www.calstatelausu.org/usuforms/usu/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf)
- Outdoor Event Request Form (https://www.calstatelausu.org/usuforms/usu/operations/sp2019/Outdoor_Space_Request_Formv2.pdf)

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

(http://www.calstatela.edu/sites/default/files/users/u642547/0003/ydg/statela.edu/usefacilities).

(https://www.calstatelausu.org/usuforms/usu/operations/sp2019/External%20SPACE%20Request%20Form.pdf)

Filming Request Application

(http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Public%2

CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

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: 10/25/2019	Estimated Attendance: 50					
Name of Event: National Chemistry Week: Closing Cer	remony (Friday)					
Tomo of Event. Social Event	Location. La Kretz Hall (LKH) Lobby					
Sponsoring Organization: Chemistry and Biochemistry C	Club					
Authorized Representative:	Phone Fax:					
Time:						
Access Time: 3500	_a.m./6.m) to 5_a.m./6.m).					
Event Time: 3:30	_a.m./6.m) to 5_a.m./6.m. _a.m./p(m) to 5_a.m./6.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 6.2(e) in Temporary Food Guidelines for further instructions.) For additional address you may add a page.					
Describe Other:						
List <u>all</u> food and potentially hazardous food (<i>see</i> Temporary Food Guidelines <i>for definition</i>) items to be sold/served (include ingredients), use back of page if necessary. Hamburgers, Cheeseburgers						
Where will this food be prepared or purchased [Note no 1210 N. Atlantic Blvd., Alhambra, CA 91801	Home Baked/Cooked Items are Allowed]? In-N-Out Burger					
List all beverages to be sold/served Soft drinks (Coke, S	Sprite, Fanta, Pepsi)					
Where will beverages be prepared or purchased? Ralph	s (7221 Woodman Ave, Van Nuys, CA 91405)					
Method/s of maintaining proper holding temperatures for N/A (no potentially hazardous food present)	or potentially hazardous food/s during transportation and service:					

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.

<u>Insurance</u>: (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. <u>Minimum of two food handlers</u> 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
See the second s	C/2-51
on the state of th	Fitter Com. C

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 (USU 204) (Student Organizations Only)

Date

10/7/9

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)

4. Environmental Health of Safety (Corporate Yard Bldg. 244)

Permit No.

Revised 07/2019

This is to certify that

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019



This is to certify that

has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019



skillsoft[‡]

Quotes for ASI Funding Request: National Chemistry Week 2019 Closing Ceremony 25 October 2019 Chemistry and Biochemistry Club

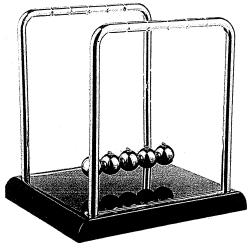
In-N-Out - 1210 N Atlantic Blvd, Alhambra, CA 91801

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Cheeseburger	30	\$3.00	\$98.55
Hamburger	15	\$2.70	\$44.35
Fries	35	\$1.95	\$74.73
SUM	80	\$7.65	\$217.63



Amazon.com, reactgame.com, amctheatres.com, acs.org, cognitive-surplus.com

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Newton's Cradle	1	\$11.99	\$11.99
Avengers Endgame Posters	1	\$15.99	\$15.99
React! Organic Chemistry Game	1	\$40.00	\$43.80
AMC Theatre Tickets 4-pack	1	\$42.99	\$47.07
Periodic Table Beach Towel	1	\$25.00	\$27.38
Periodic Table Print & Frame	1	\$36.99	\$40.50
Chemistry of Coffee Mug	1	\$16.95	\$18.56
Chemistry lab notebook A5	1	\$22.95	\$25.13
Chemistry lab notebook	1	\$19.95	\$21.85
Chemistry Display Posters	3	\$20.36	\$66.88
Flower Vase	1	\$13.68	\$14.98
Brass screw nuts	1	\$8.99	\$9.84
SUM			\$343.97



Roll over image to zoom in

Juvale Newton's Cradle - Demonstrate Newton's Laws with Swinging Balls - Office Desk Decoration, 7 x 7.1 x 5.9 Inches

by Juvale

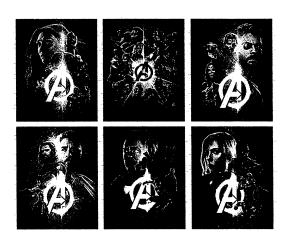
合合合合合 × 83 ratings

Price: \$11.99 \prime

Get \$70 off instantly: Pay \$0.00 \$11.99 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Eligible for amazonSmile donation.

- NEWTON'S CRADLE: Watch as one ball on one end strikes the other sending the one on the opposite end into the air while the ones in the middle stay perfectly still.
- GREAT DESK DECORATION: This Newton's Cradle is a perfect decoration for desks and tables, whether at the office or at home.
- TEACHING TOOL: Demonstrate conservation of momentum and energy with these swinging spheres!
- · QUALITY MATERIALS: The cradle is made of durable stainless steel, the metal balls feature a reflective mirror finish and the base is made of plastic.
- DIMENSIONS: Measures 7 x 7.1 x 5.9 inches



Marvel Avengers Movie Poster decor - The infinite war canvas wall art Superhero of Iron man/thor/Captain America/black widow/Doctor Strange/6 set unframed wall print 8x10 inch for kids room decor

by Lingula

合合合合合 ~ 4 ratings

Price: \$15.99 \rime & FREE Returns

Get \$70 off instantly: Pay \$0.00 \$15.99 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Eligible for amazonsmile donation.

Color: Marvel Poster B

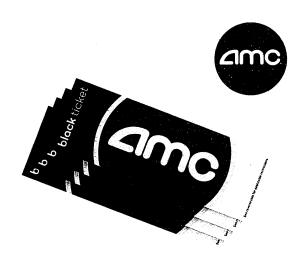


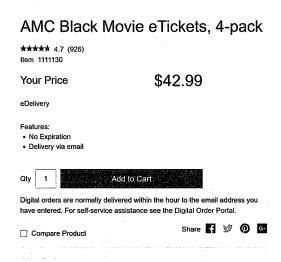
\$15.99

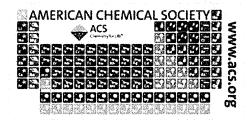
\$15.99

Size: 8X10 inch x 6pcs No Frame

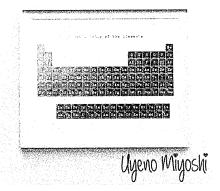
REACT! 2 to 4 Players Ages 15+ Each game has 212 Cards, 4 Reaction Maps, 4 Lab Benches, 4 Dry-Erase Markers, and 1 Manual. FREE shipping to the U.S. mainland. Orders with 2+ games have automatic discounts. \$40.00 Number of Games ADD TO CART



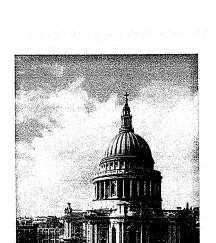








Roll over image to zoom in



Uyeno Miyohsi

Periodic Table Gold Foil Art Print Periodic Table of the Elements Gold Print Chemistry Lover Wall Art Decor 08 x 10

合合合合合 4 customer reviews

Price: \$25.00 & FREE Shipping on eligible orders. Details

Uyeno Miyoshi real foil art prints are 100% handmade in the U.S.A. //Made with shiny real gold foil and premium pure white matte card stock. //Listing is for gold print only. Frame is NOT included. //Original design by Uyeno Miyoshi: all paper goods are exclusively created by our talented designers. //Spectacular gold foil decor - ready to be framed or hang asis: perfect bedroom decor, living room decor, office decor or

Golden State Art, White Photo Wood Collage Frame with Real Glass (8x10)

by Golden State Art

92 customer reviews | 21 answered questions ~ 合合合合合

Amazon's Choice for "white 8x10 frame" under \$20

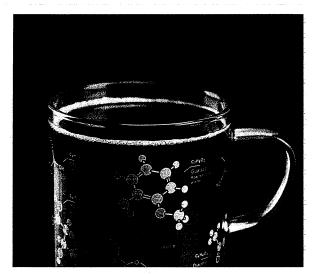
Price: \$11.99 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns

Size: 8x10

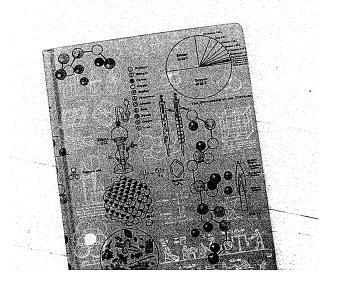
4x6	5x7	7 8x1	0 11x14
\$7.99	\$9.5	99 \$11.	. 99 \$13.99

- Materials: Wood and Real Glass.
- With 2 hooks for vertical and horizontal hanging options.
- · Easel stand for table-top display.
- Picture size: 8x10 photo.

Compare with similar items







COFFEE CHEMISTRY MUG

\$ 16.95

-- 1 +

ADD TO CART



Defend your thesis, conquer your fieldwork – but first coffee!

This glass mug is for brooding intellectuals, thinkers, chemists, and science nerds who know that there's more to coffee than just caffeine. This glass celebrates

CHEMISTRY A5 HARDCOVER

\$ 22.95

-- 1

ADD TO CART

BUYITNOW

Elevate your chemistry lab notes, experiment with novel hypotheses, or model out your next lab setup. When all else fails, and your data sets are inconclusive, use this notebook to ward off failed experiments and to precipitate better results.

SHARE

CHEMISTRY MODELS HARDCOVER - LINED/GRID

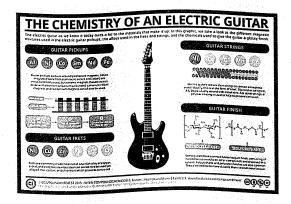
\$ 19.95

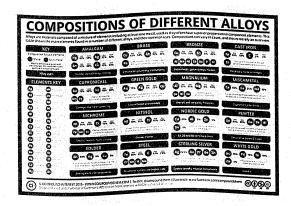
- 1 -

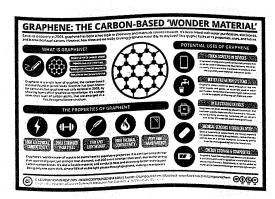
ADD TO CART

BUYITINGW

Use this goldenrod-colored notebook to compose enlightened lab reports or as a totem to ward off failed experiments. The chemical diagrams and lab setups



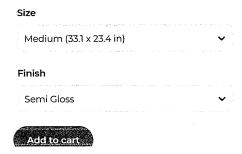




The Chemistry of an Electric **Guitar Poster**

Designed by Compound Interest

\$20.36



 \Diamond

The Compositions of Metal **Alloys Poster**

Designed by Compound Interest

\$20.36

420.30	
Size	
Medium (33.1 x 23.4 in)	~
Finish	
Semi Gloss	•
a Add to cart	

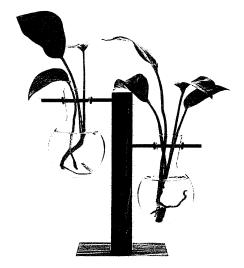
 \Diamond

Graphene: The Carbon-Based 'Wonder Material' Poster

Designed by Compound Interest

	~





ADSRO Stand Glass Planter Bulb Vase, Glass Flowerpot with Vintage Wood Frame Holder for Hydroponic Plant Family Garden Wedding Decoration - (2 Bulb Vase)

by ADSRO

合合合合合 ~ 29 customer reviews

Price: \$13.68 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns

Note: Available at a lower price from other sellers that may not offer free Prime shipping.

Size: 4.52in*7.67in

4.52in*5.3in \$15.68 4.52in*7.67in \$13.68 A 4.52in*5.3in

\$11.90

Color: Dark Wood



30pcs M6 Brass Hex Acorn Nuts Gold Hexagon Decorative Cap Nut Acorn Dome Head Nuts for Screws Bolts

by Ruiling

Price: \$8.99 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns

- Quantity and Size: Pack of 30pcs, thread size M6x1.0.
- High Grade Material: Made of high quality brass, wear-resisting, anti-corrosion, anti-rust, suitable for indoor, outdoor or humid environment.
- · Long Service Life: Gold tone, looks as good as new