

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**

OFF

TITLE

ADDRESS

CITY

PHONE

SIGNATURE: *Sam Con-Sal*

CLUB/ORG: Chemistry and Biochemistry Club

EVENT TITLE: National Chemistry Week Opening Ceremo

DATE(S) OF EVENT: October 21, 2019 SEMESTER: FALL

EVENT LOCATION: Ferguson Courtyard / La Kretz Lobby

EXPECTED ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

The opening ceremony will allow us to begin ACS National Chemistry Week with a fun social event, with ice cream and light refreshments.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

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 careers in chemistry, while fostering a community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Ice Cream - Fosselman's	69.64			
	Refreshments - Ralph's	164.15			
	Dry Ice - North Hollywood Ice	13.14			

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

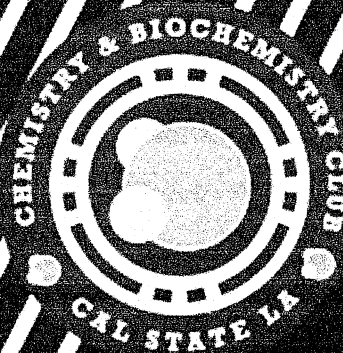
PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 246.93
 TOTAL REQUESTED FROM ASI 246.93
 AMOUNT FROM OTHER SOURCES 0.00
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLYSTAFF INITIALS *SK*

TIME STAMP:

19 OCT 10 44:36:21



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

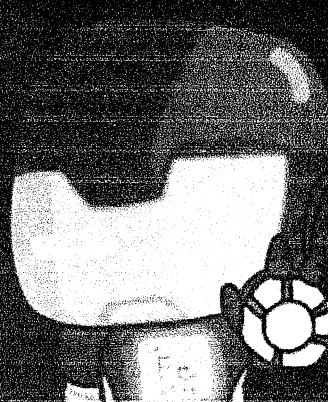
EXPERIMENT DEMONSTRATIONS AND
CAREER INFO ON THE MAIN WALKWAY

FRIDAY 10/25

SEMINAR- SH 184, 2-3:30PM

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

**OCTOBER
21-25**



ASSOCIATED STUDENTS, INC.

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

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Organizations (/organizations)

Events (/events)

Forms (/forms)



Event Registration

EXPORT EDIT

APPROVALS

REVISIONS

National Chemistry Week 2019 Opening Ceremony

Revised By: Candice Varnado, cvarnad@calstatela.edu on 10/9/2019 4:25:54 PM - Version 2

Basic Information

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

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

Host Organization Name

What Organization/Department is hosting the event?

Chemistry and Biochemistry Club

Student Organization

Approval

Ordered

1

Approved

Approved on 10-09 10:49 AM

2

Campus Administrator Approved

Approved on 10-09 4:25 PM

Estimated Attendance

Event Name

50

National Chemistry Week 2019 Opening 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 6.023×10^{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 opening ceremony will allow us to begin the week with a fun social event in the Ferguson Courtyard / La Kretz Hall lobby, complete with ice cream and light refreshments.

Time & Location

Start Date/Time

10/21/2019 - 12:30 PM

End Date/Time

10/21/2019 - 2:00 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.

Ferguson Courtyard (Annenberg Science Complex) and La Kretz Hall lobby.

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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 submitting this form.

[Redacted]

Officer Contact Phone Number

[Redacted]

Contact Email

Provide the officer's email address.

[Redacted]

Organization Advisor Name

[Redacted]

Organization Advisor Phone Number

[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

[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?

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?

Student organization members

Cal State LA Community

Website URL for marketing

Requires http:// or https://

<http://www.calstatela.edu/orgs/chemistryandbioc>
hemistry

Will off-campus media be notified about this event?

No

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Organizations (./organizations)

Events (./events)

Forms (./forms)



Tags

COMMUNITY BUILDING

EDUCATIONAL FOOD

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 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.

Food Permit - NCW Opening 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-organizations-funding>

Yes

For more information on Club and Organization Funding please visit:

[https://asicalstatela.org/services/clubs-and-](https://asicalstatela.org/services/clubs-and-organizations-funding)

[organizations-funding](https://asicalstatela.org/services/clubs-and-organizations-funding)

(<https://asicalstatela.org/services/clubs-and-organizations-funding>). For any other questions contact the Vice President for Finance by calling 323-343-4778.

(/)



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



(https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/ea6308ba-ad9a-46c7-92a6-2b93cdb5503e.png?sv=2018-03-28&sr=b&sig=bjqRs00TKF0pHJgOuzQZTf1hozWazaj1qcXY3lfj2N8%3D&st=2019-10-10T05%3A49%3A04Z&se=2019-10-10T06%3A04%3A04Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Df3bf9697-f8c2-464a-ac6a-6804ca2cc790_2019-10-09T16.59.20.9894.png)

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

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

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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.
(<http://www.calstatela.edu/studentconduct>)

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages (<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/sp18ap019.pdf>), 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/sp18ap019_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/events-food-alcohol-and-campus-venues-alcohol>)

Publicity: All publicity material must comply with University Administrative Procedures AP P003
(<http://www.calstatela.edu/sites/default/files/users/u64231/p003.pdf>) and AP P007
(<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/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.

• Temporary Food Trucks (For Organizations) Events (./events) Forms (./forms)  
(<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)

• Amplified Sound Permit
(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505_appendix_8.2.pdf)

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your event space requests at the University-Student Union. For more information refer to the University-Student Union Operations
(<https://www.calstatelaus.edu/Applications.php>).

• External Space Request Form
(<https://www.calstatelaus.edu/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)

• Information Table Request Form
(<https://www.calstatelaus.edu/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf>)

• Meeting Request Form
(<http://https://www.calstatelaus.edu/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf>)

• Outdoor Event Request Form
(https://www.calstatelaus.edu/usuforms/u-su/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/usefacilities>).

• External Space Request Form
(<https://www.calstatelaus.edu/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)

• Filming Request Application
(<http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Public%20Affairs/FilmingRequestApplication.pdf>)

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: 10/21/2019 Estimated Attendance: 50

Name of Event: National Chemistry Week: Opening Ceremony (Monday)

Type of Event: Social Event Location: La Kretz Hall (LKH) Lobby

Sponsoring Organization: Chemistry and Biochemistry Club (CBC)

Authorized Representative: [REDACTED] Phone: [REDACTED] Fax: [REDACTED]

Time: 12:30 a.m./6 p.m. to 2 a.m./6 p.m. 1824 W Main St. Alhambra, CA 91801

Access Time: 12 a.m./6 p.m. to 2 a.m./6 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 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. Ice Cream - Fosselman's 2 x Vanilla, 2 x Chocolate, 2 x Cookies and Cream, 1 x Mint & Chip, 1 x Mango Sorbet (Pineapple backup)

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Fosselman's Ice Cream

List all beverages to be sold/served Soft Drinks (Coke, Sprite, Dr. Pepper, Ginger Ale, Fanta), Water

Where will beverages be prepared or purchased? Ralphs (7221 Woodman Ave, Van Nuys, CA 91405)

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

N/A (no potentially hazardous foods present at event) Cooler with dry ice.

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=skillsoftstudent&env=prod&org=calstatela>

Certificate Expires one year from the initial completion date.

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

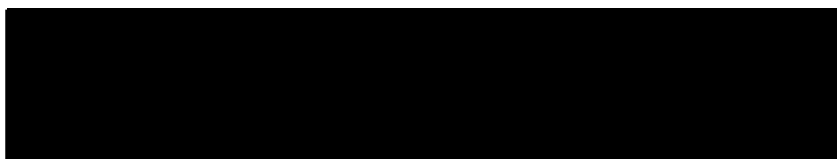
All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

[Signature]	[Redacted]
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
	10/7/19
2. Center for Student Involvement (USU 204) (Student Organizations Only)	Date
[Signature]	10/7/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date
[Signature]	10/8/19
4. Environmental Health & Safety (Corporate Yard Bldg 244)	Permit No.
	19-554

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

CERTIFICATE

OF COMPLETION

This is to certify that



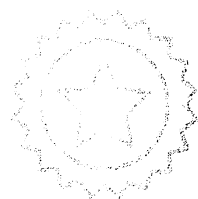
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019



skillsoft 

Quotes for ASI Funding Request: National Chemistry Week 2019

Opening Ceremony

21 October 2019

Chemistry and Biochemistry Club

Fosselman's Ice Cream - 1824 W. Main St., Alhambra, CA 91801

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Ice Cream - Fosselman's 2 x Vanilla, 2 x Chocolate, 2 x Cookies and Cream, 1 x Mint & Chip, 1 x Mango Sorbet (Pineapple backup)	8 x ½ gallon tubs	\$7.95	\$69.64
SUM			\$69.64

Pre-packed ½ gallons (56 flavors available!) \$7.95



North Hollywood Ice - 5257 Craner Ave, North Hollywood, CA 91601

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Dry Ice, 10 lbs.	1	\$12.00	\$13.14

NORTH HOLLYWOOD ICE CO.					
	7lbs.	25lbs.	50lbs.	75lbs.	100lbs.
CUBE	1.67	6.57	13.14	19.71	26.28
CRUSH	N/A	6.57	13.14	"	"
SNOW	N/A	6.57	13.14	"	"
BLOCK	N/A	6.57	13.14	"	"
DRY ICE MINIMUM SALE 10 LBS @ 1.20 PER LB. + TAX					

Ralph's - 7221 Woodman Ave, Van Nuys, CA 91405


Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Coke 12-pack	6	\$5.99	\$39.35
Sprite 12-pack	6	\$5.99	\$39.35
Dr. Pepper 12-pack	3	\$5.99	\$19.68
Seagram's Ginger Ale 12-pack	3	\$5.99	\$19.68
Fanta 12-pack	1	\$5.99	\$6.56
La Croix Orange 12-pack	1	\$4.29	\$4.70
Napkins 120 ct	5	\$0.87	\$4.76
Paper bowls 24 ct	4	\$2.99	\$13.10
Plastic forks 48 ct	2	\$2.00	\$4.38
Plastic spoons 48 ct	2	\$2.00	\$4.38
Sugar cones 12 ct	5	\$1.50	\$8.21
SUM	38	\$43.6	\$164.15

Sprite Lemon-Lime Soda

12 cans / 12 fl oz UPC: 0004900002892

\$5.99



 Hover to Zoom

[Sign In to Add](#)

 Located in Aisle 4



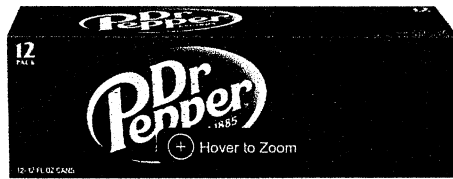
Coca-Cola Classic Soda

12 cans / 12 fl oz UPC: 0004900002890

\$5.99

Sign In to Add

📍 Located in Aisle 4



Dr. Pepper Soda

12 cans / 12 fl oz UPC: 0007800008216

\$5.99

Sign In to Add

📍 Located in Aisle 4



Seagram's Ginger Ale

12 cans / 12 fl oz UPC: 0007297900416

\$5.99

Sign In to Add

📍 Located in Aisle 4



Fanta Orange Fruit Flavored Soda

12 cans / 12 fl oz UPC: 0004900003073

\$5.99

Sign In to Add

📍 Located in Aisle 4



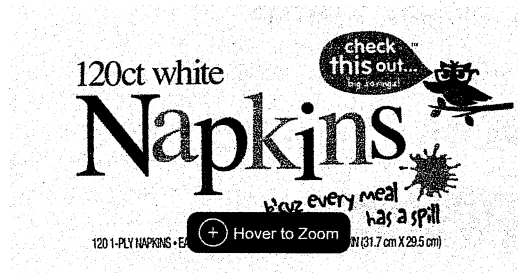
LaCroix Orange Sparkling Water

8 cans / 12 fl oz UPC: 0001299322129

\$3.67 ~~\$4.29~~

Sign In to Add

📍 Located in Aisle 4



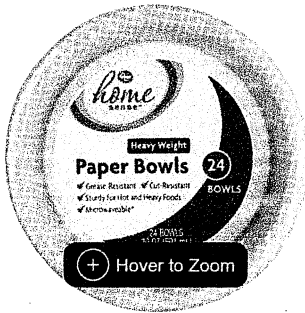
Check This Out... Napkins

120 count UPC: 0001111082115

\$0.87

Sign In to Add

📍 Located in Aisle 9



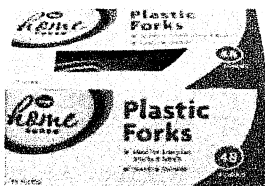
Kroger® Ultra Bowls

24 ct UPC: 0001111081061

\$2.99

Sign In to Add

📍 Located in Aisle 10



Kroger® Plastic Forks

48 ct UPC: 0001111083387

\$2.00

Sign In to Add

📍 Located in Aisle 10



Kroger® Plastic Spoons

48 ct UPC: 0001111083388

\$2.00

Sign In to Add

📍 Located in Aisle 10



Joy Sugar Cones

12 ct / 0.42 oz UPC: 0007209232412

\$1.39 ~~\$1.50~~

Sign In to Add

📍 Located in Aisle 11