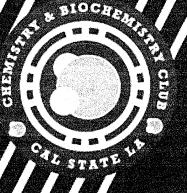
## ASSOCIATED STUDENTS, INC.

# FUNDING REQUEST FORM

2 0.1 9. - 2 0.2 0.

	PART 1 - NOTI	CE & CH	ECKLIST	
IMPIIKIANI:	<ol> <li>All Funding Request Forms must be submit 2. Funding request forms must be turned in 3. Deadline for Request for Payment or Purents</li> </ol>	no less than 10 b	usiness days (2 weeks) p	rior to the event.
EVENT FLYER WITH ASI LOGO	CSI EVENT REGISTRATION FORM	ESTIMA	ATES/FOOD PERMITS	EVENT ESTIMATES / INVOICES
	PART 2 - CONTAC	T & ORG	ANIZATION	
OI TI AI CI PH SIGNATURE:	PART 3 - EVEN	EVENT TITLE DATE(S) OF EVENT LOCA EXPECTED A	EVENT: October 23 EVENT: October 23 EVENT: Fine Arts 32 EVENTABLE STUDENT  AL STATE LA STUDENT	
IS THE EVENT OPEN TO ALL CAL ST. BRIEFLY DESCRIBE THE EVENT: The club aims to promote cochemistry students by holdinand personalization session	ommunity-building for	We believed they student	THIS PROGRAM ENHAN ve this event wou to come together	Id allow students from all and take pride in the science g their lab coat, which or any scientist.
	PART 4 - COS	T BREAK	CDOWN	
Tie Dye Materials - Am Refreshments - Ralphs	AMOUNT: azon 43.66 16.39	DESCRIP	TION:	AMOUNT:
DESCRIPTION:	AMOUNT:	DESCRIP	TION:	AMOUNT:
PART	5 - EVENT SUMMARY			
TOTAL COST OF THE EVENT	60.05		OFF	ICE USE ONLY
TOTAL REQUESTED FROM ASI AMOUNT FROM OTHER SOURCE WHAT OTHER RESOURCES ARE YO	0.00 Octob		STAFF INITIALS TIME STAMP:	5 V
	The state of the s		in the second se	9 007 10 av9:36:15

CHEMISTRY & BIOCHEMISTRY CLUB



# MARYELOUS 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** 

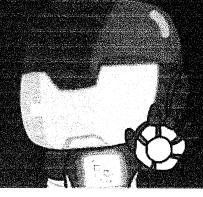
PRESENTED BY PROFESSOR ZHANG FROM THE DEPT OF
PHARMACOLOGY AND PHARMACEUTICAL SCIENCES AT USC

**CLOSING CEREMONY - LKH LOBBY, 3:30-5PM** 

OCTOBER 21-25



ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND APPRIOUS PRESENTED ARE NOT RECESSABILY THOSE OF ASSOCIATED STROKETS. THE



Organizations (./organizations)

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

Approval

Ordered

APPROVALS REVISIONS

Approved on 10-09 10:49 AM

Campus Administrator Approved

Approved on 10-09 4:18 PM

pproved

**Event Registration** 

National Chemistry Week 2019 Lab Coat Tie-Dye and Personalization

**EXPORT** ▼ **EDIT** 

Revised By:

on 10/9/2019 4:19:15 PM - Version 3

**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.

organization who will be hosting this event.

Please select the type of Host Organization Name

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

Student Organization

Estimated Attendance

**Event Name** 

30

National Chemistry Week 2019 Lab Coat Tie-Dye and Personalization

#### 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 aims to promote community-building for chemistry students by holding a lab coat tie-dye and personalization session. We believe this event would allow students from all sciences to come together and take pride in the science they study by personalizing their lab coat, a possession which should be one-of-a-kind for any scientist. We will be providing tie-dye materials and will also be selling lab coats.

Time & Location

Start Date/Time

End Date/Time

10/23/2019 - 6:00 PM

10/23/2019 - 7:30 PM

Where will the event take place?

On Campus Locations

On campus

Classroom Space

Specific Address/Location Information

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.

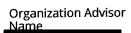
#### Contact Person

Please provide the name of the officer submitting this form.



#### Contact Email

Provide the officer's email address.





#### **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

Requires http:// or https://

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

Cal State LA Community

hemistry

Organizations (./organizations)

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

Tags

**COMMUNITY BUILDING** 

**EDUCATIONAL** 

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

**Planned Activities** 

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

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.

Food Permit - NCW Lab Coat Tie Dye.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

 $visit: https://asical statela.org/services/clubs-and-organizations-\\ (https://asical statela.organizations-\\ (https://asical statela.organizations-\\ (https://asical statela.organizations-\\ (https://asical statela.orga$ 

funding Yes

https://calstatela.presence.io/response/c7de98d07ee21433bfa7d113913a5027/view/2

this event?

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

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,  ${\sf No}$ 

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/hiqxrk8rv0cepcabhziqdfih4peazdjwkhobqkel4wndylcwocwijhf6fy8qwjleudzrjggc+crct4qli7nd7hksfi3bcqgaqliqakrevcmwa21dv1aign4zxdwaurvlyaemic

#### **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

#### **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 (http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/apo19.bdf). 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

• External Table Request 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.

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

Publicity: All publicity material must comply with University Administrative Procedures AP

(http://www.calstatela.edu/usefacilities). (http://www.calstatela.edu/usefacilities). 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.

Additional Berselliens (./organizations) Events (./events)

Forms (./forms)

University-Student Union Event Space Forms

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).

(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

 External Space Request Form (http://www.calstatela.edu/sites/default/files/groups/Administration/%20and%20Finance/Policy/p007.pdf)

su/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.

of Event: 10/23/2019 Estimated Attendance: 40			
Name of Event: National Chemistry Week: Lab Coat Ti	e-Dye (Wednesday)		
Type of Event. Social Event (Club General Meeting)	Location. Fine Arts	(FA) 321	
Sponsoring Organization: Chemistry and Biochemistry (	Club (CBC)		
Authorized Representative:	Phone:	Fax:	
Fime:	Not to the standard address and address p		
Access Time: 5.30	a.m./p.m to 8 a.m/	o.m.)	
Event Time: 6.00	_a.m./p.m) to <u>8</u> a.m/ _a.m./p.m.) o <u>8</u> a.m/	o.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 (see Tempor sold/served (include ingredients), use back of page if nec	rary Food Guidelines for essary. Mini cupcakes, M&	or definition) items to be M cookies	
Where will this food be prepared or purchased [Note no 27221 Woodman Ave, Van Nuys, CA 91405	Home Baked/Cooked I	tems are Allowed]? Ralphs	
List all beverages to be sold/served_Soft Drinks (Coke,	Sprite, Dr. Pepper, G	inger Ale, Fanta), Water	
Where will beverages be prepared or purchased? Ralphs	s (7221 Woodman Av	e, Van Nuys, CA 91405)	
Method/s of maintaining proper holding temperatures for N/A (no potentially hazardous foods present at event	r potentially hazardous		

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.

Certificate Expires one year from the initial completion date.

Food Handler's Signature

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

Food Handler's Name

	-	
	general programme to the control of the second seco	-
	The state of the s	
all signatures shall be obtained in the following order. Student or	ganizations need all signatur	res; other organizations 1, 3 and 4 only.
Challer Sul		
1. Signature of Sponsoring Organization Chairperson	Authorized Re	presentative to be present at event
	10/7/	19
<ol><li>Center for Student Involvement (USU 204) (Student Organization</li></ol>	ns Only)	Date
amyseres		10/7/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)		Date
(Kuth) (Kronger)	19-552	10/7/19
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No.	Date
•		Revised 07/2010

# 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 Lab Coat Personalization & Tie-Dye 23 October 2019 Chemistry and Biochemistry Club

#### Amazon.com

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Tie dye kit, 18 bottles	1	\$16.47	\$18.03
Fabric Markers, 20 pack	1	\$8.98	\$9.83
Plastic Bags, roll of 350	1	\$11.99	\$13.13
Rubber bands, pack of 150	1	\$2.44	\$2.67
SUM	4	\$39.88	\$43.66



Tulip one-step tie-dye Kit Party Supplies, 18 Bottles Tie Dye, Rainbow

by Tulip One-step Tie-Dye 效应效金数~ 858 customer reviews | 155 answered questions

for "tye dye party supplies"

You Save: \$13.52 (45%)

Get a \$125 Amazon.com Gift Card upon approval for the Amazon Business Prime Card. Terms apply.

Style Name: Tulip One Step 18-Color Tie-Dye Kit

- Kit includes enough tie-dye supplies for a party of 6 people
- Features 18 easy-squeeze bottles of highly-concentrated nontoxic One-Step dyes in popular colors just add
- water to activate No need to presoak fabrics in soda ash before dying; just add water to acti
- Includes step-by-step technique guide featuring over 8 tie-dye looks to choose from
   Dyes are safe to machine wash colors stay bright and bold through repeated washings
- Colors stay bright and bold through repeated washings
  Use with 100 percent natural fiber fabrics like cotton, rayon and wool for best results

Compare with similar items



#### **Tulip Permanent Nontoxic Fabric** Markers, 20 Pack, Multicolor

by Tulip

会会会会 ~ 580 customer reviews

| 125 answered questions

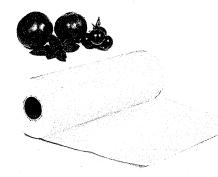
#1 Best Seller in Fabric Decorating Kits

List Price: \$19.99

Price: \$8.98 FREE Shipping on orders over \$25.00 shipped by Amazon or get Fast, Free Shipping with Amazon Prime & FREE Returns

You Save: \$11.01 (55%)

In Stock.



#### 12" X 16" Plastic Produce Bag on a Roll, Bread and Grocery Clear Bag, 350 Bags/Roll

by FungLam 資效益效益 · 26 customer reviews | 6 answered questions

for "roll of plastic bags"

Price: \$11.99 Vprime & FREE Returns

#### Size: 1-Roll

- Size: 12" X 16"

- T Roll = 350 Bags
  Continuous roll with easy peel perforation line
  Safe for Food Contact Use. Perfect for Fruits, Bread and Vegatables storage

Multiple uses: food storage bags, trash bags, garbage / rubbish bag, pet waste bags, etc.

New (1) from \$11,99 √prime

Report incorrect product information.



**Exciting Deals for Work** 





Alliance Rubber 26339 Advantage Rubber Bands Size #33, 1/4 lb Box Contains Approx. 150 Bands (3 1/2" x 1/8", Natural Crepe)

食食食食 ~ 73 customer reviews | 3 answered questions

List Price: \$5.29
Business Price ➤ \$2.44 ✓ prime & FREE Returns ➤ You Save: \$2.85 (53%)

Get a \$125 Amazon.com Gift Card upon approval for the Amazon Business Prime Card. Terms apply

Number of Items: 1

\$13.69

- HIGH COUNT PER POUND: Advantage rubber bands have a mid-range rubber content and offer a high count per pound so you know you're getting a great value with these quality elastic bands.
   FIRM AND STURDY STRETCH: These rubber bands offer an easy stretch with an ultimate elongation of 700% from their original size. Use them for a variety of tasks requiring a firm and sturdy hold.
   IDEAL FOR EVERYDAY USE AT HOME: Advantage elastic bands are a handy and useful tool to have around the
- house. Use them to keep crafts, tools, games and other items organized or to keep food packaging closed to
- . OFFICE TOOL: Use Advantage elastic bands in the office to keep mail, folders and paperwork organized and tidy whether you work in a large office or have a home business

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

Description	Quantity	Unit Price	Total Price Including 9.5% Tax
Mini cupcakes - 12 ct	2	\$4.99	\$10.93
M&M cookies - 16 ct	1	\$4.99	\$5.46
SUM			\$16.39



## Bakery Fresh Goodness Mini Vanilla Cupcakes

10 oz UPC: 0001111018230

\$4.99



O Located in Bakery



# Bakery Fresh Goodness M&M Cookies

16 ct UPC: 0001111007100

\$4.99

Sign In to Add

O Located in Bakery