

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]
 TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED]
 PHONE: [REDACTED]
 SIGNATURE: *for hli*

CLUB/ORG: Early Entrance Program Club
 EVENT TITLE: Boba and Banh Mi Findaiser
 DATE(S) OF EVENT: 11/7/2019 SEMESTER: FALL
 EVENT LOCATION: In Front of King Hall
 EXPECTED ATTENDANCE: 80
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 80

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Boba and Banh Mi sale in front of King Hall

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will provide Cal State LA tudents with more lunch options

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Boba Milk Tea (27)	94.50			
	Boba Thai Tea (27)	94.50			
	Ham and Meat Loaf Banh Mi (10)	35.00			
	BBQ Pork Loaf Banh Mi (10)	35.00			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Tax	24.61

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 283.61
 TOTAL REQUESTED FROM ASI 283.61
 AMOUNT FROM OTHER SOURCES
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS *SR*

TIME STAMP:

19 OCT 19 PM 3:08:57

**FROM THE EARLY
ENTRANCE PROGRAM:**



ASSOCIATED STUDENTS, INC.

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



BOBA TEA AND BANH MI FUNDRAISER



**11:00AM. 10/24, 10/29, 10/31,
11/5, 11/7, 11/13, 11/14, 11/19,
11/20, 11/21. FRONT OF KING HALL**

CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

300

Temporary Food Permit and Food Handlers Certificates MUST be posted during the event.

Request for Authorization to Offer / Sell Potentially Hazardous Food

- To ensure that adequate measures are taken to prevent food borne illness, all Cal State LA Student Organization / Colleges and departments not licensed to sell food in Los Angeles County must complete Food Safety and Handling training and submit this Temporary Food Permit for Authorization.
- Vendors, Food trucks, Caterers must submit their Public Health Permit, LA County License to sell, Catering Permit and Insurance of liability along with this form.
- This form must be completed at least ten (10) business days prior to the event.
- Cal State LA Temporary Food Permit, Food Handlers Certificates and the LA County Food Permit MUST be visibly posted.
- For a description of what types of foods are considered potentially hazardous, please refer to the guidelines / links on the last page.
- Attach Food Handler Certificates to this form / permit.
- Permit must be signed by Sponsoring Organization Chairperson Representative, Center for Student Involvement, University Auxiliary Services prior to EH&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

11/20, 11/18,

11/13, 11/6,

10/24/19,

11/5/19, 11/19/19

Date of Event:

10/15/19 10/22/19 10/29/19 10/7/19 11/20/19

Estimated Attendance:

80

Name of Event:

Banh Mi and Boba Fundraiser

Type of Event:

Food Sale

Location:

In front of King Hall

Sponsoring Organization:

Early Entrance Program Club

Authorized Representative:

Phone:

Fax:

Time:

Access Time:

10:30 AM

a.m./p.m. to

11:00 AM

a.m./p.m.

Event Time:

11:00 AM

a.m./p.m. to

2:00 PM

a.m./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 Facility Guidelines for further instructions.) For additional address you may add a page.

Describe Other:

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

Thai Tea, Milk Tea Boba (includes dairy), BBQ Pork & Ham Sandwiches (includes wheat & meat)

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

Banh Mi & Chu Cali, 647 W Valley Blvd, Alhambra, CA 91803

List all beverages to be sold/served

Thai Tea & Milk Tea Boba

Where will beverages be prepared or purchased?

Banh Mi & Chu Cali 647 W Valley Blvd Alhambra CA

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

We are using a chafing dish to keep food warm and a fridge to keep drinks cold

91803

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete online Food Handler Training prior to sell / offer food, agrees to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.

Insurance: (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

Student Organizations / Colleges

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

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

Certificate Expires one year from the initial completion date.

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

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

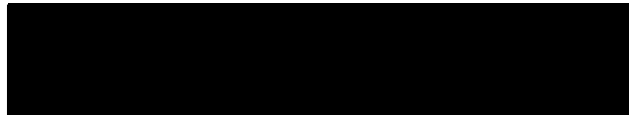
[Redacted]	[Signature]	[Redacted]
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event	
[Signature]		9/4/19
2. Center for Student Involvement (USU 204) (Student Organizations Only)		Date
[Signature]		9/4/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)		Date
[Signature]	19-477	9/4/19
4. Environmental Health & Safety (Corporate Yard Bldg 244)	Permit No.	Date

Revised 07/2019

CERTIFICATE

OF COMPLETION

This is to certify that



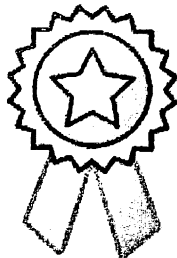
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 28, 2019



skillsoft 

2019

Certificate of Completion

CERTIFICATE

OF COMPLETION

This is to certify that



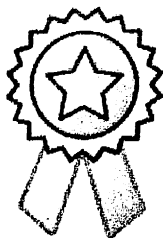
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 28, 2019

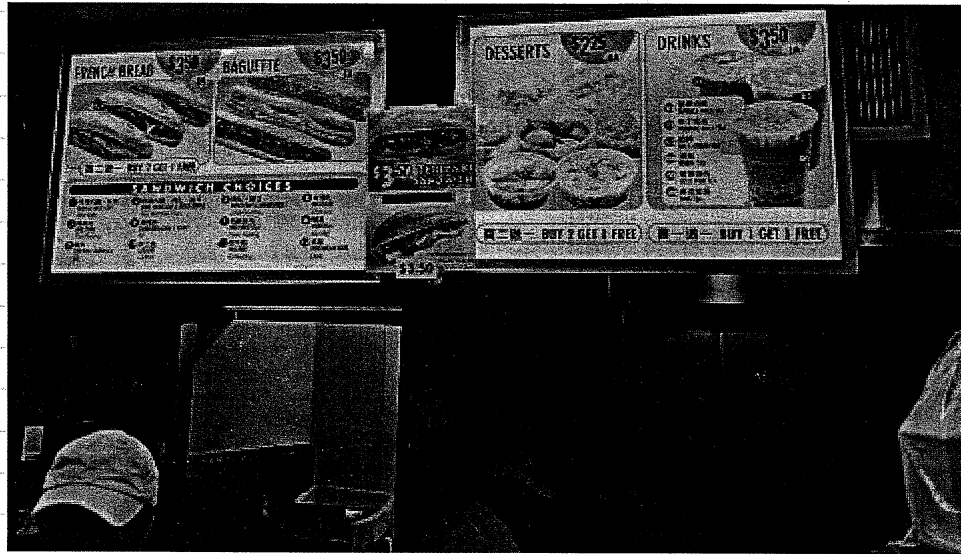


skillsoft 

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Item	Unit Price	Quantity	Subtotal	Tax	Total
Boba Milk Tea	\$3.50	20	\$70.00	\$6.65	\$76.65
Boba Thai Tea	\$3.50	20	\$70.00	\$6.65	\$76.65
Ham and Meat Loaf	\$3.50	10	\$35.00	\$3.33	\$38.33
BBQ Pork Loaf	\$3.50	10	\$35.00	\$3.33	\$38.33
					\$229.95



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Organizations (./organizations)

Events (./events)

Forms (./forms)



Event Registration

EXPORT EDIT

Approval

Ordered

- 1 President of The Early Entrance Program Club Approved
Approved on 09-25 8:21 PM
- 2 Treasurer of The Early Entrance Program Club Approved
Approved on 09-25 8:58 PM
- 3 [REDACTED] Approved
Approved on 09-25 8:59 PM
- 4 Campus Administrator Approved
Approved on 09-27 9:36 AM

Boba and Banh Mi Fundraiser

Submitted By: [REDACTED] on 9/25/2019 8:09:01 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.

Event Name

Boba and Banh Mi Fundraiser

Student Organization

About the event

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

Food sale of boba and banh mi

Host Organization Name

What Organization/Department is hosting the event?

The Early Entrance Program Club

Estimated Attendance

80

Time & Location

Start Date/Time

11/07/2019 - 10:30 AM

End Date/Time

11/07/2019 - 2:00 PM

Where will the event take place?

On campus

Location

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

In front of King Hall

Student Organization Officer and Advisor Contact Information

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Please provide the name of the officer submitting this form.

NUMBER

Provide the officer's email address

Organizations (./organizations)

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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 approve it.

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU___" stamp must be clearly visible on the face of the posting.

How do you plan on marketing this event?

Printed posters/fliers

Printed Media Upload*

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

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

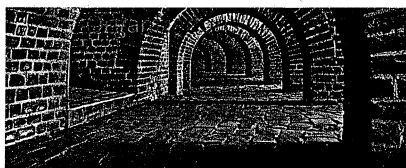
No

Tags

FUNDRAISING

Cover Image

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Events (./events)

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Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.

Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

Planned Activities

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

Not Applicable

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 boba.pdf

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

Yes

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

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Proceeds to Benefit Transactions

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As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM (<http://www.calstatela.edu/sites/default/files/users/u62011/3141-01.pdf>) Policy 3141.01 (<http://www.calstatela.edu/sites/default/files/users/u62011/3141-01.pdf>) and the Cal State LA Student Organization Funds Administration Policy (<http://www.calstatela.edu/student-services/cal-state-la-student-organization-funds-administration-policy#overlay-context=node/379101/draft>).

Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization.

Please include how much the organization will be charging for any of these proceeds. How will these benefit the organization?
Profit from food sales \$3 boba \$5 banh mi

How does your organization meet the Student Organization Funds Administration Policy? U-SU Student Organization Account # BC027

Subject to verification.
University-Student Union Account

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-3237755bc0a8/9824331e-d3df-4b4f-9c17-a817fc2e66a9.png?sv=2018-03-28&sr=b&sig=QVR6tDF%2FVJO%2FNBaKKygt4wsLoCiJoqmWWFKXR2Y5NRo%3D&st=2019-09-27T16%3A44%3A24Z&se=2019-09-27T16%3A59%3A24Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Dd954372f-4126-460d-8027-c1b7bc8725ce_2019-09-26T03.09.01.2946.png)

Event Guidelines & Resources

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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.
(<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/019/ap019.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/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/student-services/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/u64234/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.

Options

on your event. All organizations must 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)
- 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 tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations
(<https://www.calstatelaus.org/Applications.php>).

- External Table Request Form
(<https://www.calstatelaus.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Information Table Request Form
(<https://www.calstatelaus.org/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf>)
- Meeting Request Form
(<http://https://www.calstatelaus.org/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf>)
- Outdoor Event Request Form
(https://www.calstatelaus.org/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

information (<http://www.calstatela.edu/useoffacilities>).

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

- External Table Request Form
(<https://www.calstatelaus.org/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>)

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