

**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

TITLE

ADDRESS

CITY:

PHONE

SIGNATURE

CLUB/ORG: Early Entrance Program Club

EVENT TITLE: Boba and Banh Mi Fundraiser

DATE(S) OF EVENT: 11/21/19

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 students 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:

15 OCT 10 PM 09:10

# CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

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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,

10/29/19,  
11/5/19, 11/19/19

Date of Event: 10/15/19 10/22/19 10/23/19 10/27/19 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: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time: 10:30 AM a.m./p.m. to 11:00 AM a.m./p.m.

Access Time: 11:00 AM a.m./p.m. to 2:00 PM 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 & Che 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 & Che Cali 647 W Valley Blvd Alhambra CA

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: 91803

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

# CERTIFICATE

OF COMPLETION

This is to certify that



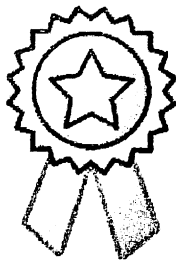
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Aug 28, 2019**



**skillsoft**

# CERTIFICATE

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OF COMPLETION

This is to certify that



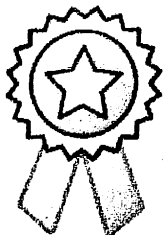
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Aug 28, 2019**



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**FROM THE EARLY  
ENTRANCE PROGRAM:**



**ASSOCIATED STUDENTS, INC.**

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

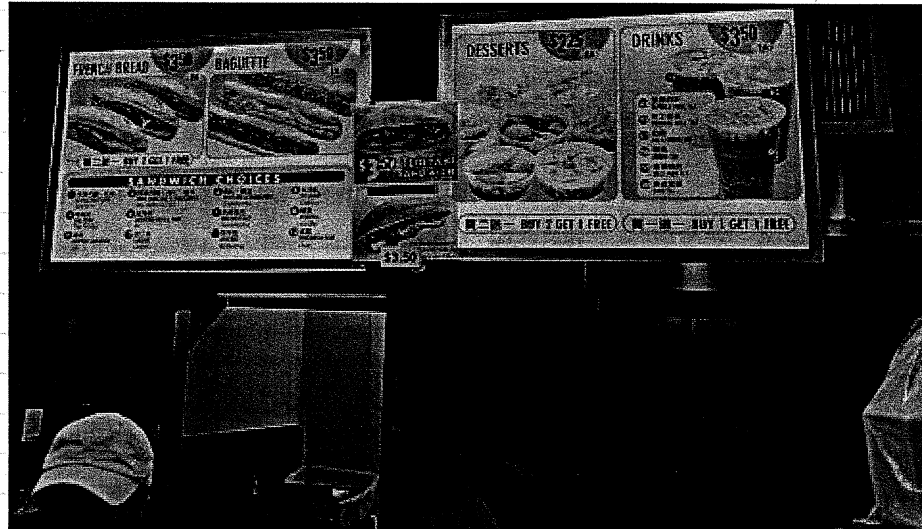


# **BOBA TEA AND BANH MI FUNDRAISER**



**11:00AM. 10/15 10/17 10/22 10/24  
10/29 10/31 11/7 11/14 11/21  
IN FRONT OF KING HALL**

Item	Unit Price	Quantity	Subtotal	Tax	Total
Boba Milk Tea	\$3.50	27	\$94.50	\$8.98	\$103.48
Boba Thai Tea	\$3.50	27	\$94.50	\$8.98	\$103.48
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
				\$24.61	\$283.61



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Organizations (./organizations)

Events (./events)

Forms (./forms)



## Event Registration

EXPORT EDIT

## Approval

## Ordered

## Boba and Banh Mi Fundraiser

Submitted By [REDACTED] on 9/25/2019 8:19:12 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.

## Host Organization Name

A food sale of boba and banh mi

What Organization/Department is hosting the event?

The Early Entrance Program Club

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

## Estimated Attendance

80

## Time &amp; Location

## Start Date/Time

11/21/2019 - 10:30 AM

## End Date/Time

11/21/2019 - 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.

Events (./events)

Forms (./forms)



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

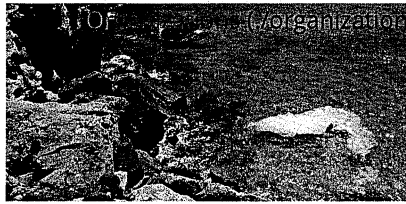
Tags

FUNDRAISING

Cover Image



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(No organizations)

Events (/events)

Forms (/forms)



## 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

Organizations (./organizations)

Events (./events)

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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 U-SU Student Organization Account #  
Student Organization Funds Administration Policy? 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-3237755bc0a8/05ff709f-2419-4a09-a61e-097960488d9b.png?sv=2018-03-28&sr=b&sig=yNw1AEzRibLg%2FBbGmR%2BbRBKGVgc%2FQixl0t6bBE4Hd5o%3D&st=2019-09-27T16%3A46%3A33Z&se=2019-09-27T17%3A01%3A33Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Dad90ba2e-fa5a-41a8-8a5b-49c48bbcd31\\_2019-09-26T03.19.12.3475.png](https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/05ff709f-2419-4a09-a61e-097960488d9b.png?sv=2018-03-28&sr=b&sig=yNw1AEzRibLg%2FBbGmR%2BbRBKGVgc%2FQixl0t6bBE4Hd5o%3D&st=2019-09-27T16%3A46%3A33Z&se=2019-09-27T17%3A01%3A33Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Dad90ba2e-fa5a-41a8-8a5b-49c48bbcd31_2019-09-26T03.19.12.3475.png))

## Event Guidelines &amp; Resources

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The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

**Conduct:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the Office of the Dean of Students.  
(<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](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/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

## Additional Organization Forms (organizations) Events (./events) Forms (./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](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](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  
(<http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019.pdf>). 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.calstatelausu.org/Applications.php>).


- External Table Request Form  
(<https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Information Table Request Form  
(<https://www.calstatelausu.org/usuforms/u-su/operations/fa2018/Information%20Tabling%20Request%20Form.pdf>)
- Meeting Request Form  
(<http://https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf>)
- Outdoor Event Request Form  
([https://www.calstatelausu.org/usuforms/u-su/operations/sp2019/Outdoor\\_Space\\_Request\\_Formv2.pdf](https://www.calstatelausu.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

- (<http://www.calstatela.edu/usefacilities>).
- External Table Request Form  
(<https://www.calstatelausu.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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