

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 CLUB FUNDING ACCOUNT
PART 2 - CONTACT & ORGANIZATION

OFFICE:

TITLE:

ADDRESS:

CITY:

PHONE:

SIGNATURE: 

CLUB/ORG: Kalahi Filipino American Student Organization

EVENT TITLE: Raising Cane's Fundraiser

DATE(S) OF EVENT: October 24

SEMESTER: FALL

EVENT LOCATION: Library South Railing 3

EXPECTED ATTENDANCE: 50

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES

BRIEFLY DESCRIBE THE EVENT:

We will be selling fried chicken tenders in order to raise money for the Filipino Club's events.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

With the funds raised, we will be able to further establish a Filipino-American community on campus and fund projects highlighting Filipino Culture on campus & in the surrounding community.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	First 100 Chicken Tenders	\$105			
	100 Chicken Tenders after 1st 100 (\$98.5/plate)	\$197			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$302

TOTAL REQUESTED FROM ASI \$305

AMOUNT FROM OTHER SOURCES \$0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

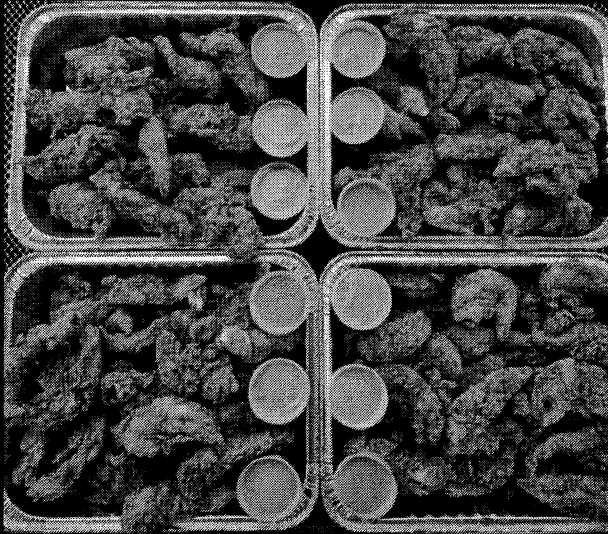
AM

TIME STAMP:

OCT 11 AM 11:53:22

Raising Cane's Fundraiser

CAL STATE LA
Kalahi
Filipino American Student Organization



**Support Kalahi and get
some chicken fingers
without the fuss of long
lines and far locations!**

October 24, 2019
(THURS)

Raising
Cane's
CHICKEN FINGERS

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPPORTUNITIES PRESENTED ARE NOT
NECESSARILY SPONSORED BY ASSOCIATED STUDENTS, INC.



UNIVERSITY
STUDENT UNION

Event Registration

Raising Kane's Fundraiser

Submitted By [REDACTED] on 10/9/2019 3:52:28 PM

[APPROVED]

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.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Kalahi Filipino-American Student Organization

Event Name

Raising Kane's Fundraiser

Estimated Attendance

10

About the event

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

Fundraiser is to raise money for Kalahi Filipino-American Student Organization by selling fried chicken tenders with Raising Kane's sauce.

Time & Location

Start Date/Time

10/24/2019 - 9:00 AM

End Date/Time

10/24/2019 - 3:00 PM

On campus

On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North & South/ Main/ Salazar)

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.

Library South Railing 3 or 4

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 Phone Number

[REDACTED]

Organization Advisor Name

[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 approve it.

[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.

Social Media

Social Media Site

Instagram

Social Media Handle

kalahicsula

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

FOOD

FUNDRAISING

OUTDOOR

Cover Image

Please select an image that corresponds to your event.



Event Details

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

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.

06d44eca-9603-440c-8df4-ee777ff292bd.jpg

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

Yes

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-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

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

No

Proceeds to Benefit Transactions

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 Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

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?

Food served will be 3 chicken tenders and 1 sauce for \$5.00, 5 chicken tenders and 1 sauce for \$8.50, 7 chicken tenders and 2 sauces for \$11.00.

How does your organization meet the Student Organization Funds Administration Policy?

Subject to verification.

University-Student Union Account

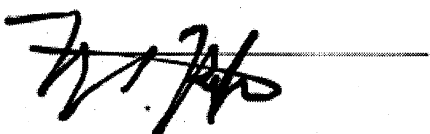
U-SU Student Organization Account

BC049

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

A handwritten signature in black ink, appearing to be "H. J. [unclear]", is written over a horizontal line.

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: 10/24/19

Estimated Attendance: 10

Name of Event: Raising Kane's Fundraiser

Type of Event: Fundraiser

Location: Library South - Railing 3 or 4

Sponsoring Organization: Kalshi Filipino-American Student Organization

Authorized Representative: [Redacted]

Phone: [Redacted]

Fax: [Redacted]

Time: 9:00 AM - 3:00 PM

Access Time: 8:30

(a.m.) p.m. to 9 (a.m.) p.m.

5005 Paramount Blvd.

Event Time: 9:00

(a.m.) 9:00 to 3 (a.m.) p.m.

Pico Rivera, CA 90660

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(c) in Temporary Food Guidelines for further instructions.) For additional address you may add a page.

Describe Other: [Redacted]

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. Fried Chicken Tenders and Raising Bones Sauce

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

List all beverages to be sold/served N/A

Where will beverages be prepared or purchased? N/A

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

Cooler

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.

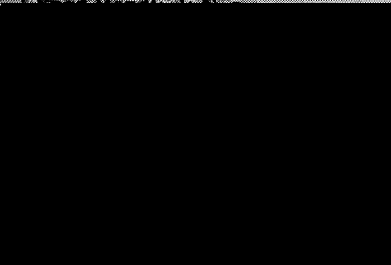



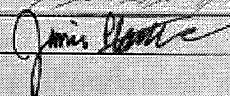
Insurance: (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

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.


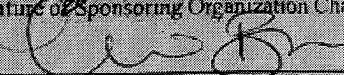
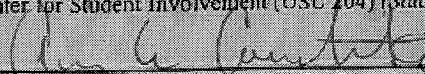

For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

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
	
	
	
	

ONLY E-BOARD
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 10-7-19
	Date 10/7/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date 10/7/19
	19-553
4. Environmental Health & Safety (Corporate Yard Bldg 244)	Permit No. Date

Revised 07/2019

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.

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Link for Food Handler's Training: <https://ds.calstate.edu/?svc=skillsoftstudent&env=prod&org=calstateia>

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.

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Link for Food Handler's Training: <https://ds.cslate.edu/?source=killgo@student&env=prod&org=calstateila>

Certificate Expires one year from the initial completion date.

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

ONLY 4 SIGNS

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	Date
[Signature]		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]	19-553	10/7/19
4. Environmental Health & Safety (Corporate Yard Bldg 244)	Permit No.	Date

Revised 07/2019

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Certificate Expires one year from the initial completion date.

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

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Revised 07/2019

COMBOS
Sides and Sauce can be substituted for one another or for an extra Extra Sauce

The BOX COMBO
8 Chicken Fingers
 1/2 Chicken Sandwich
 French Fries
 Regular Drink 2.00
\$17.25

The 3 FINGER COMBO
3 Chicken Fingers
 1/2 Chicken Sandwich
 French Fries
 Regular Drink 2.00
\$5.50

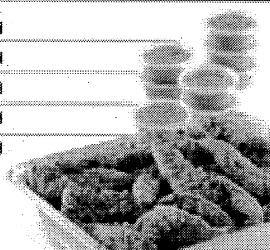
The KANIAC COMBO
8 Chicken Fingers
 1/2 Chicken Sandwich
 French Fries
 Regular Drink 2.00
\$10.99

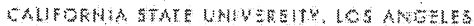
The SANDWICH COMBO
3 Chicken Fingers
 1/2 Chicken Sandwich
 French Fries
 Regular Drink 2.00
\$6.99

TAILGATES

25 Fingers	\$29.99
50 Fingers	\$49.99
75 Fingers	\$74.99
100 Fingers	\$94.99
Each additional 100 Fingers	\$89.99

Cane's Sauce included with each Tailgate order!



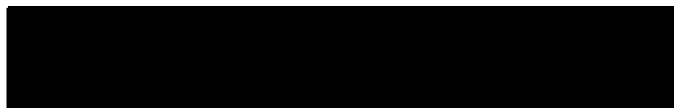


Phone: (323) 343-3509 Email: FacilitiesUse@calstatela.edu

CERTIFICATE

OF COMPLETION

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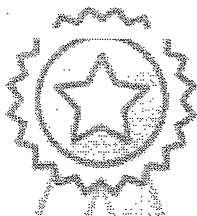
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 25, 2019



skillsoft

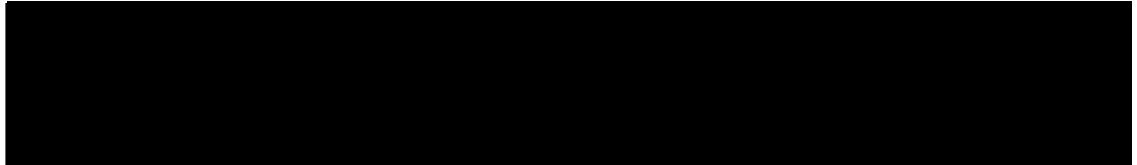
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OF COMPLETION

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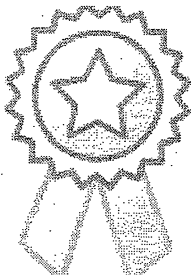
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 24, 2019



skillsoft ▶▶

CERTIFICATE

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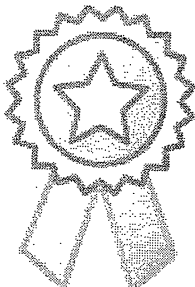
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Oct 4, 2019

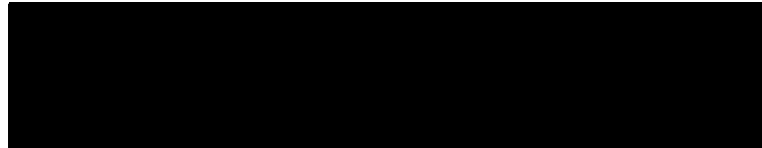


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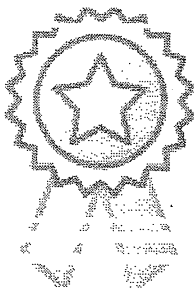
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 26, 2019

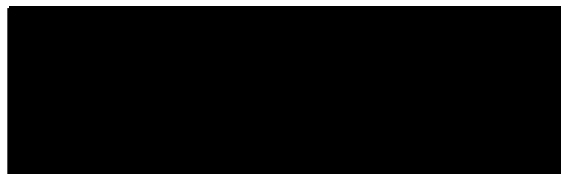


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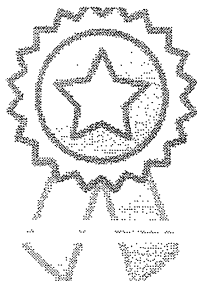
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 27, 2019

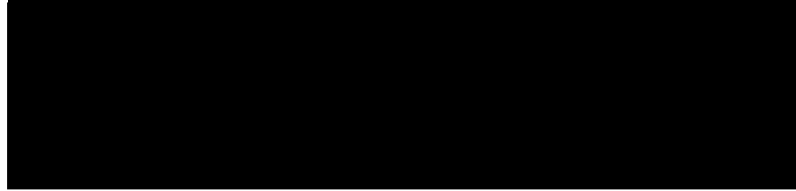


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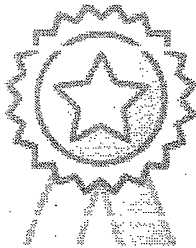
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 22, 2019

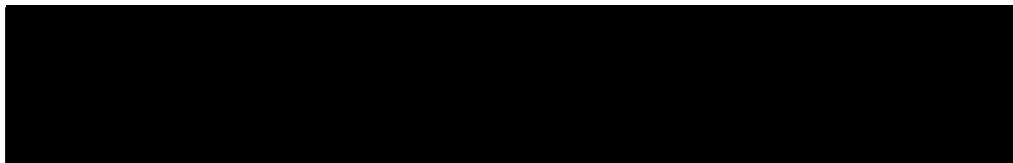


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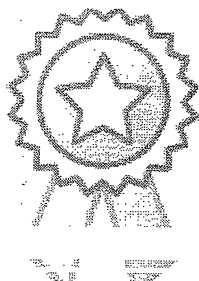
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 26, 2019

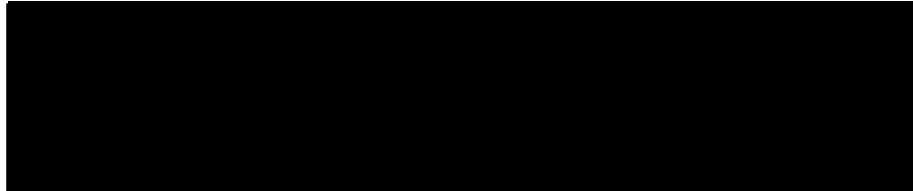


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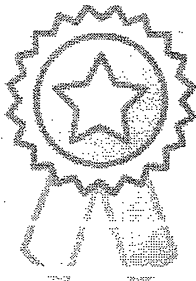
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Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 29, 2019

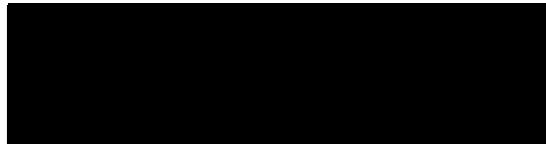


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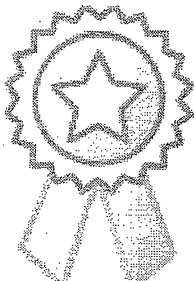
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Food Safety and Handling

esh_sah_a05_sh_enus

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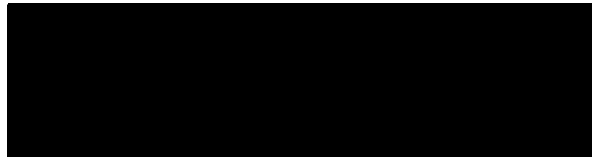


skillsoft ▶▶

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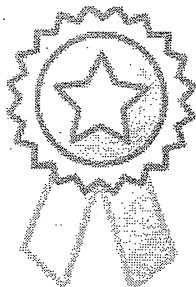
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esh_sah_a05_sh_enus

on

Sep 27, 2019



skillsoft ▶▶