

**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**

OF TI AD CI PH SIGNATURE: <i>[Signature]</i>	CLUB/ORG: LA MuSci EVENT TITLE: LA MuSci Fundraiser DATE(S) OF EVENT: 10-16-19      SEMESTER: FALL EVENT LOCATION: In front of King Hall EXPECTED ATTENDANCE: 50 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50
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**PART 3 - EVENT DESCRIPTION**

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES BRIEFLY DESCRIBE THE EVENT: This event will be held to raise funds for LA MuSci Marketing Material	HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? It will give CSULA students another food option on campus
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**PART 4 - COST BREAKDOWN**

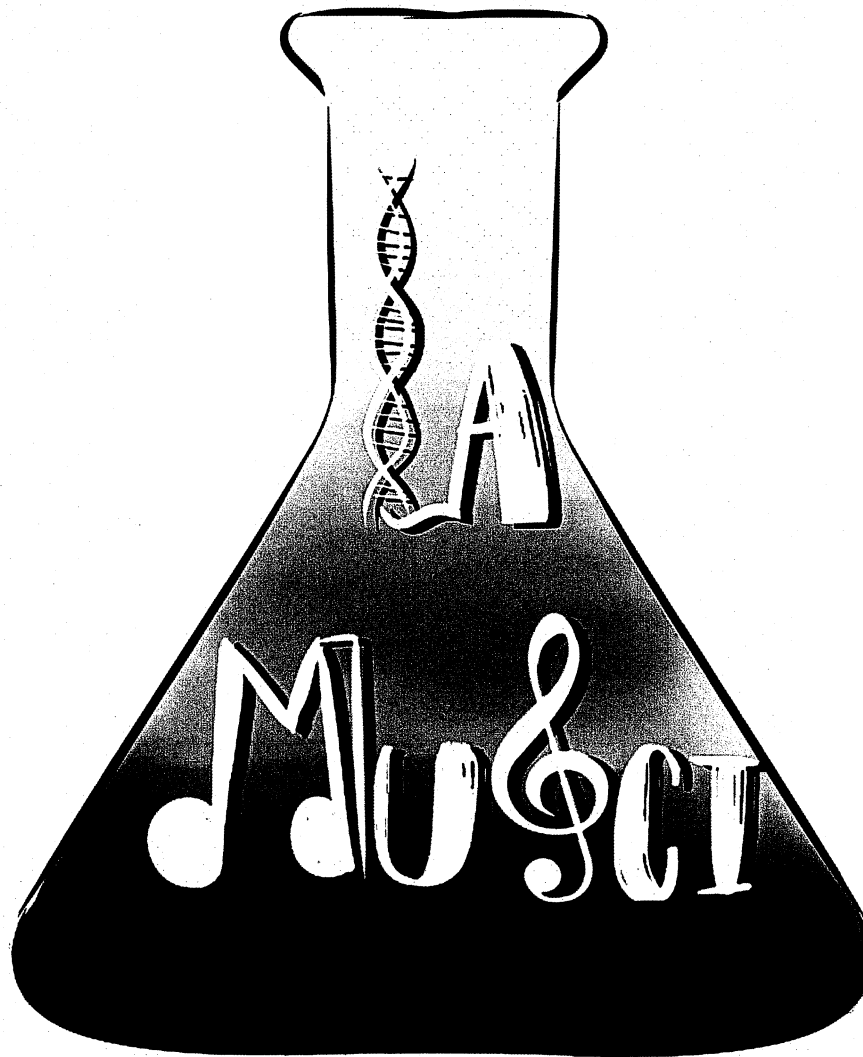
	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Boba Milk Tea	\$95.81	HONORARIA / CONTRACTS		
MARKETING	Tablecloth with Printed Logo	\$167.58	OTHER		

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT      \$263.39 TOTAL REQUESTED FROM ASI      \$263.39 AMOUNT FROM OTHER SOURCES    \$0.00 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	<b>OFFICE USE ONLY</b> STAFF INITIALS <i>SL</i> TIME STAMP: 19 SEP 26 AM 11:48:18
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**LaMuSci Fundraiser**  
**12:00 P.M- 2:00 P.M**  
**Front of King Hall**



**Wednesday,**  
**October 16, 2019**

-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

Event Registration

EXPORT EDIT

LA MuSci Fundraiser

Submitted B [redacted] on 9/8/2019 9:05:12 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 Event Name organization who will be hosting this event.

LA MuSci Fundraiser

Student Organization

About the event

Host Organization Name

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

What Organization/Department is hosting the event?  
LA MuSci

Estimated Attendance

We would like to sell boba and sandwiches on the main walkway.

80

Time & Location

Start Date/Time

10/16/2019 - 11:30 AM

End Date/Time

10/16/2019 - 2:30 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.

Campus Main Walkway

Approval

Ordered

1. President of LA MuSci  
Approved  
  
Approved on 09-08 9:05 PM
2. Treasurer of LA MuSci Approved  
  
Approved on 09-08 9:06 PM
3. mdesalv2@calstatela.edu  
Approved  
  
Approved on 09-09 7:13 AM
4. Campus Administrator  
Approved  
  
Approved on 09-13 9:39 AM

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

Officer Contact Phone Number

Contact Email

Please provide the name of the officer submitting this form.

Provide the officer's email address.

[redacted] [redacted] [redacted]

-  Create
-  Support
-  Settings

-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

**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 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.

**How do you plan on marketing this event?**

Email

**Who is invited to this event?**

Cal State LA Community

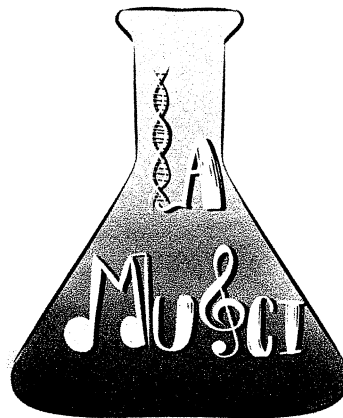
**Will off-campus media be notified about this event?**

No

**Tags**

FUNDRAISING

**Cover Image**



+0  
Create

 Support

 Settings



Dashboard



Manage



Track



Assess



Engage

**Event Details**

**Event Category**

**Planned Activities**

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered. University's General Release will be required for certain activities.

Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations) 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.  
oct\_16\_.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



Create



Support



Settings

**Proceeds to Benefit Transactions**

-  Dashboard
-  Manage
-  Track
-  Assess
-  Engage

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->

**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?

Boba will be sold for \$3.50 each, buy 2 get 1 free

**How does your organization meet the U-SU Student Organization Account # Student Organization Funds Administration Policy? BC142**

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/fae7a77c-ff9b-4ea6-a5b5-59bb28e2709b.png?sv=2018-03-28&sr=b&sig=%2FcWVRcl%2B8WHAjCR6C979G04WUehkY8LnZ5KlbbW67Uw%3D&st=2019-09-24T03%3A25%3A05Z&se=2019-09-24T03%3A40%3A05Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3De113a8c4-ff52-4c1b-8705-9e1b2e3733c0\\_2019-09-09T04.05.12.3553.png](https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/fae7a77c-ff9b-4ea6-a5b5-59bb28e2709b.png?sv=2018-03-28&sr=b&sig=%2FcWVRcl%2B8WHAjCR6C979G04WUehkY8LnZ5KlbbW67Uw%3D&st=2019-09-24T03%3A25%3A05Z&se=2019-09-24T03%3A40%3A05Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3De113a8c4-ff52-4c1b-8705-9e1b2e3733c0_2019-09-09T04.05.12.3553.png))

 Create

**Event Guidelines & Resources**

 Support

Student Organization Event Guidelines

Student Organization Event Resources

 Settings

Additional Required Forms



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\\_app8\\_1.pdf](http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.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/studentervices/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/Policy/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 renewed 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.

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/temporary>)
- Request to Serve Alcoholic Beverages Form ([http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019\\_app8\\_1](http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1))

**Additional Resources**  
([http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505\\_appendix\\_University-Student\\_Union\\_Event\\_Space\\_Forms](http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505_appendix_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](http://www.calstatelaus.org/Applications.php)).

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

- External Space Request Form (<https://www.calstatelaus.org/usuforms/usu/operations/sp2019/External%20SPACE%20Request%20Form.pdf>)
- Filming Request Application (<http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Publicity/FilmingRequestApplication.pdf>)



# CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

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: **October 16, 2019** Estimated Attendance: **80**

Name of Event: **LA MuSci Fundraiser**

Type of Event: **Fundraiser** Location: **Front of King Hall**

Sponsoring Organization: **LA MuSci**

Authorized Representative: [Redacted] Phone: [Redacted] Fax: [Redacted]

Time:

Access Time: **11:50pm - 2:10pm** a.m./p.m. to a.m./p.m.

Event Time: **12:00pm - 2:00pm** a.m./p.m. to 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 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.

**Thai Tea and Milk Tea with boba contain dairy, BBQ Pork and Beef sandwiches contain wheat and meat**

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

**Bmc Pho Bánh Mí Ché Cali Bakery & Restaurant, at 1001 S Glendora Ave, West Covina, CA 91790**

List all beverages to be sold/served **Milk and Thai Tea with boba**

Where will beverages be prepared or purchased? **Purchased at Bmc Pho Bánh Mí Ché Cali Bakery & Restaurant**

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

**We will use chafing dishes**



**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.

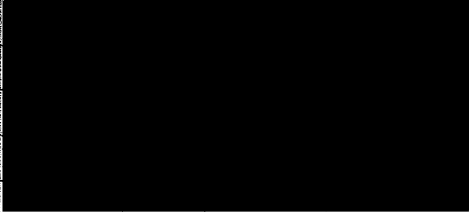
**Insurance:** (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

**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.**

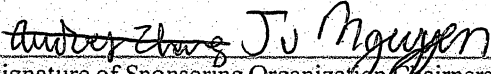
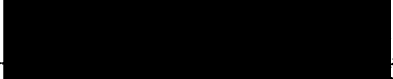
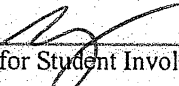
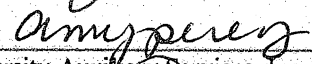
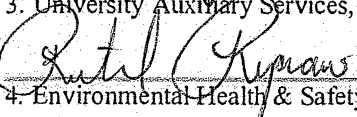
For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

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
	Ju Nguyen
	Andrew Zhang
	Nguyen Minh
	Haoshik

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	
		9/11/19
2. Center for Student Involvement (USU 204) (Student Organizations Only)		Date
		9/12/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)		Date
	19-502	9/13/19
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No.	Date

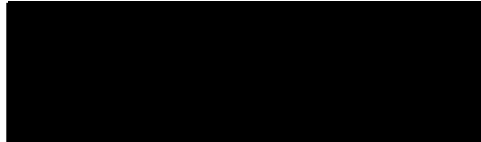
Revised 07/2019

# CERTIFICATE

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OF COMPLETION

This is to certify that



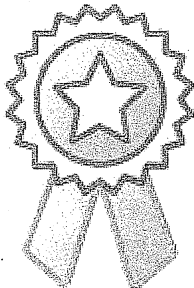
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

Sep 1, 2019



skillsoft

**This is to certify that**



**has completed the course**

**Food Safety and Handling**

**esh\_sah\_a05\_sh\_enus**

**on**

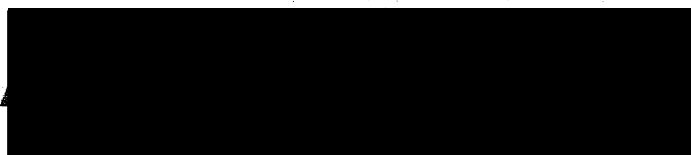
**Sep 5, 2019**

# CERTIFICATE

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OF COMPLETION

This is to certify that



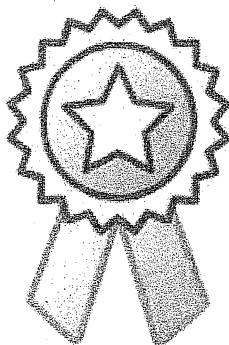
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 1, 2019**

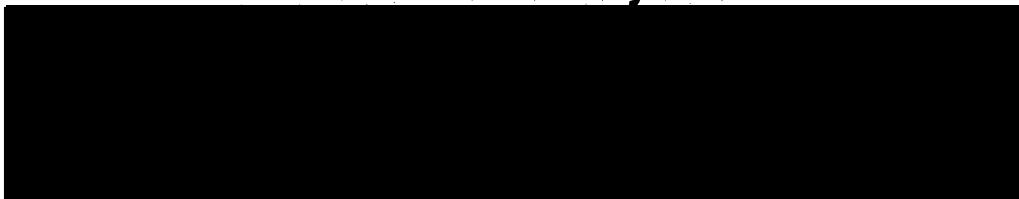


# CERTIFICATE

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OF COMPLETION

This is to certify that



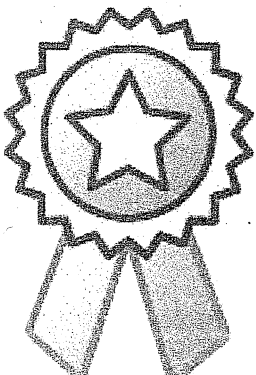
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

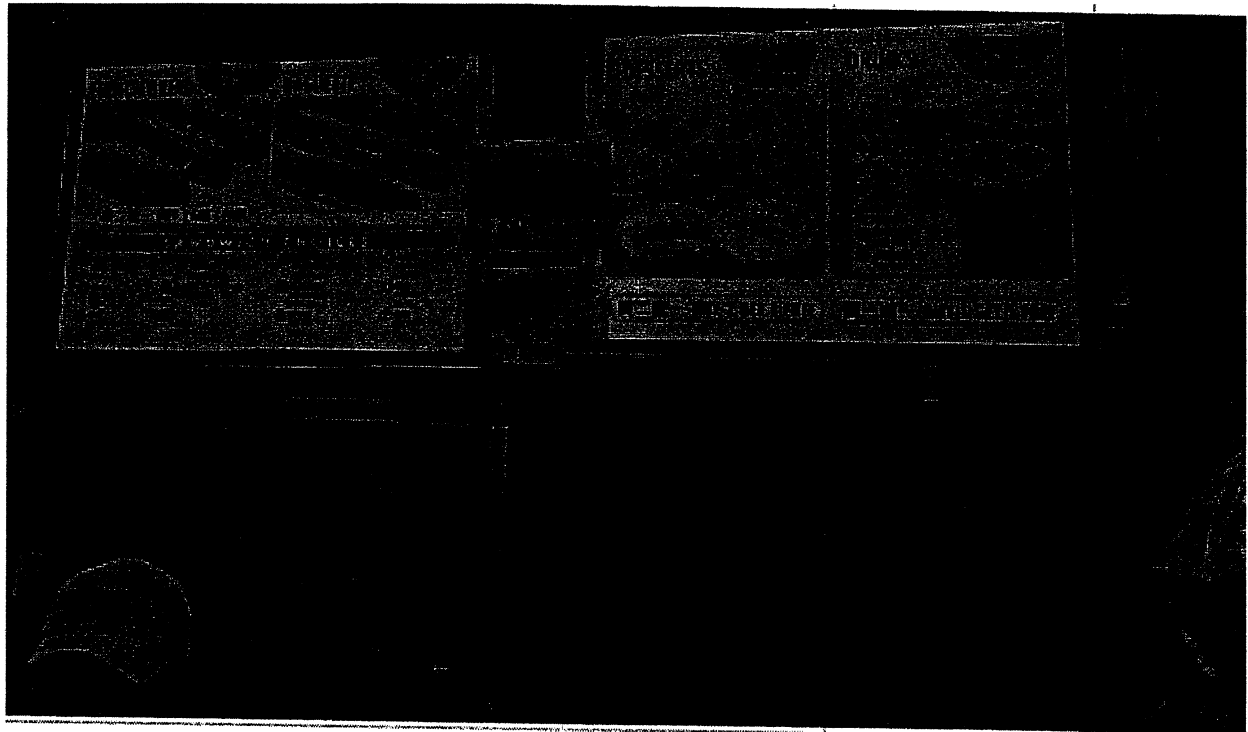
on

**Sep 1, 2019**



**skillsoft** 

Item	Unit Price	Quantity	Subtotal	Tax	Total Price
Boba Tea	\$3.50	25	\$87.50	\$8.31	\$95.81
				Grand Total	\$95.81










# LA MuSci

California State University,  
Los Angeles



## Shopping Cart

Description	Approval	Quantity	Total
<p>TTC100 - 6' Table Throw-Full Color Imprint on Front</p> <p><b>Your Artwork Here</b> Virtual Proof will be emailed after checkout No Payment Necessary</p> <p>Production Time: Standard Production</p> <p>Material Type: Polyester</p> <p>Product Color(s): </p> <p>Choose Imprint Location: Logo on Front Panel (FREE)</p> <p>Artwork Upload: LA_MuSci BannerWhite.png</p> <p> </p>	PROOF WILL BE EMAILED IN 1-2 BUSINESS DAYS AFTER CHECKOUT	<input type="text" value="1"/> 	\$152.00 

**FREE 30" x 60" Custom Polyester Banner**

Available with any Table Cover product purchase of \$130 or more!

Custom printed with YOUR logo!

Use Code:  
**FREEBANNER**



[Offer Details](#)

Subtotal:	\$152.00
Delivery Fee:	\$0.00
Total:	\$152.00
Tax:	\$15.58
Grand Total:	\$167.58

[Proceed to Checkout](#)

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