

FUNDING REQUEST FORM

2019-2020

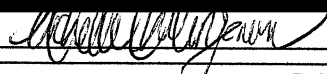
PART 1 - NOTICE & CHECKLIST

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: [REDACTED] TITLE: [REDACTED] ADDRESS: [REDACTED] CITY: [REDACTED] PHONE: [REDACTED] SIGNATURE: 	CLUB/ORG: Student Nurses Association EVENT TITLE: Porto's Fundraiser DATE(S) OF EVENT: 11/12/19 SEMESTER: FALL EVENT LOCATION: Golden Eagle Main Walkway EXPECTED ATTENDANCE: 150 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 150
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PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? BRIEFLY DESCRIBE THE EVENT: SNA members will be selling Porto's pastries (cheese rolls, potato balls, and guava/cheese strudels) in the Golden Eagle Walkway, near the front entrance of Library North.	HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? We will raise awareness for our organization and the services/upcoming health volunteer opportunities we offer. It will enhance the Cal State Experience by allow aspiring nursing students to connect with the school and the community.
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PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	3 doz cheese rolls (1doz 9.84)	\$29.52	HONORARIA / CONTRACTS		
	2 doz potato balls (1doz 11.88)	\$23.76			
	2 doz guava&cheese strudel(1dz 10.68)	\$21.36			
MARKETING			OTHER		

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$74.64 TOTAL REQUESTED FROM ASI \$74.64 AMOUNT FROM OTHER SOURCES \$0 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	<p style="text-align: center;">OFFICE USE ONLY</p> STAFF INITIALS <i>SK</i> TIME STAMP: <p style="text-align: center; font-size: small;">19 OCT 25 AM 10:30:49</p>
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UNIVERSITY
STUDENT UNION

Event Registration

Porto's Bakery Fundraiser

Revised B [REDACTED] on 10/24/2019 2:43:31 PM - Version 3

[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?

Student Nurses Association

Event Name

Porto's Bakery Fundraiser

Estimated Attendance

150

About the event

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

The Porto's Bakery fundraiser event will take place on November 12, 2019 from 10 am to 2 pm at the Golden Eagle Main Walkway. The members of the Student Nurses Association will be selling an assortment of Porto's pastries such as cheese rolls, potato balls, and guava/cheese strudels. Items will be displayed on the table. Disposable gloves will be worn when handling food.

Time & Location

Start Date/Time

11/12/2019 - 10:00 AM

End Date/Time

Where will the event take place?

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.
Near entrance of Library North

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

Please provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

Organization Advisor Email Field

Please provide the advisor's email address. 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?

We do not plan on marketing this event to anyone outside of the organization.

Who is invited to this event?

Student organization members

Cal State LA Community

General Public

Will off-campus media be notified about this event?

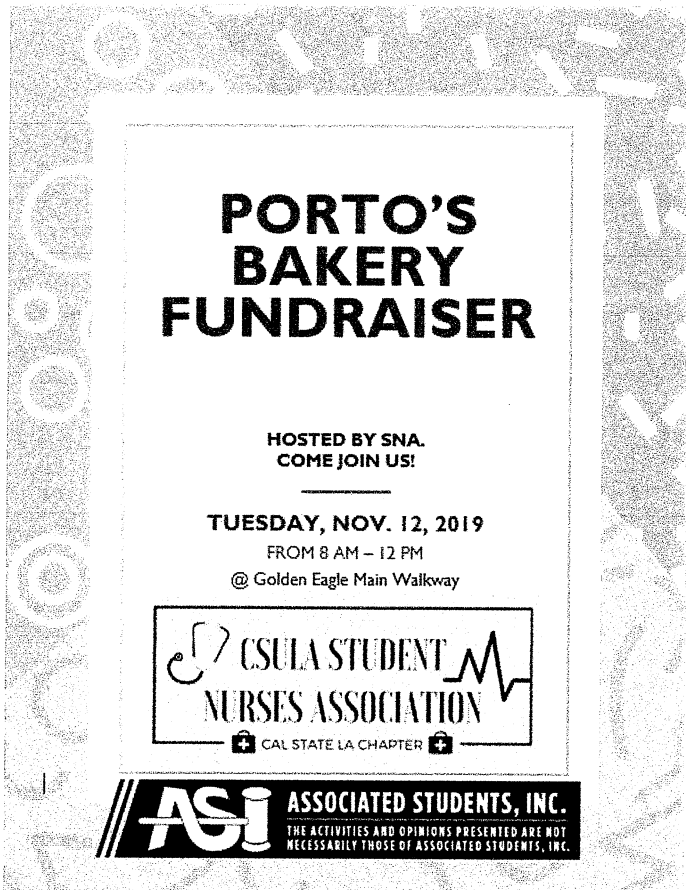
No

Tags

FOOD FUNDRAISING

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. 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.

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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-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 event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.

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.

Event Guidelines & Resources

Student Organization Event Guidelines

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.

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, 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 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.

Publicity: 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.

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.

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
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

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.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

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
- Filming Request Application

Notes

Event Notes

The goal of the Porto's Bakery Fundraiser to raise money for graduation cords and to raise awareness of our association to the CSULA community. The members of the Student Nurses Association will be selling pastries for \$1.50 each.

Estimate of Items



CHEESE ROLL®

DESCRIPTION

Sweet, flaky pastry dough filled with cream cheese filling.

Now shipping nationwide through Bake at Home!

SHIP ME PORTO'S

Available via walk-in sale at all **locations** (\$0.85 ea, \$9.84 doz).
Preorders (min. 4 doz) available with **restrictions**.
24 hour notice required for preorders.
Item prices are subject to change.



POTATO BALL® (PAPA RELLENA)

DESCRIPTION

Our classic mashed potato ball filled with picadillo (ground beef, onions, peppers, and Spanish seasonings) coated in panko bread crumbs and fried to perfection.

Now shipping nationwide through Bake at Home!

SHIP ME PORTO'S

Available via walk-in sale at all **locations** (\$1.05 ea, \$11.89 doz).
Preorders (min. 4 doz) available with **restrictions**.
24 hour notice required for preorders.
Item prices are subject to change.



REFUGIADO®- GUAVA & CHEESE STRUDEL

DESCRIPTION

Flaky puff pastry filled with guava and cream cheese.

Now shipping nationwide through Bake at Home!

SHIP ME PORTO'S

*Available via walk-in sale at all **locations** (\$0.95 ea, \$10.68 doz).*

*Preorders (min. 4 doz) available with **restrictions**.*

24 hour notice required for preorders.

Item prices are subject to change.

Item	Quantity	Tax	Total
Cheese rolls (1 doz = \$9.84)	3 dozen		\$29.52
Potato balls (1 doz = \$11.88)	2 dozen		\$23.76
Guava and cheese strudel (1 doz = 10.68)	2 dozen		\$21.36
			Total \$74.64

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: November 12, 2019 Estimated Attendance: 150

Name of Event: Porto's Bakery Fundraiser

Type of Event: Fundraiser Location: Golden Eagle Main Walkway

Sponsoring Organization: Student Nurses Association

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

Time: _____

Access Time: _____ 9:30 a.m./p.m. to 2:30 a.m./p.m.

Event Time: _____ 10 a.m./p.m. to 2 a.m./p.m.

315 N. Brand Blvd.
Glendale, CA 91203

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. Porto's Bakery pastries - Cheese rolls, potato balls (papa rellena), and guava and cheese strudel.

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

List all beverages to be sold/served Water

Where will beverages be prepared or purchased? Porto's Bakery and Café Glendale; Costco Alhambra

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

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=calstate-la>

Certificate Expires one year from the initial completion date.

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

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: [Signature] _____ Authorized Representative to be present at event: [Redacted] _____

2. Center for Student Involvement (USU 204) (Student Organizations Only): [Signature] _____ Date: 10/10/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] _____ Date: 10/10/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] _____ Permit No. 19-565 Date: 10/10/19

Revised 07/2019

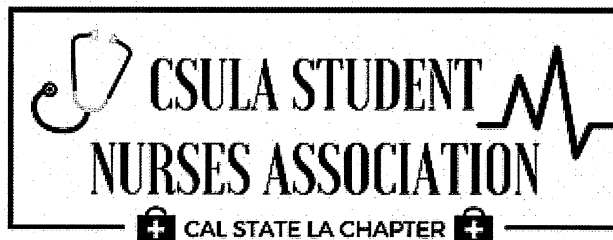
PORTO'S BAKERY FUNDRAISER

HOSTED BY SNA.
COME JOIN US!

TUESDAY, NOV. 12, 2019

FROM 10 AM – 2 PM

@ Golden Eagle Main Walkway



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

9/17/2019

Certificate of Completion

CERTIFICATE

OF COMPLETION

This is to certify that



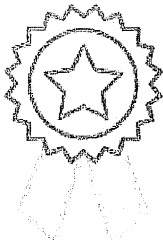
has completed the course

Food Safety and Handling


esh_sah_a05_sh_enus

on

Sep 17, 2019



skillsoft 

Print 

CERTIFICATE

OF COMPLETION

This is to certify that



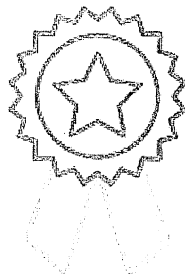
has completed the course

Food Safety and HandlingFood Safety and Handling

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on

Aug 28, 2019

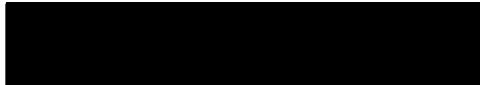


skillsoft 

CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 11, 2019



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