

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**

OFF

TITLE

ADDRESS

CITY

PHONE

SIGNATURE: Jennyfer Peadomo

CLUB/ORG: Academic Honors Association

EVENT TITLE: Porto's Fundraiser

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

SEMESTER: FALL

EVENT LOCATION: Main Walkway, in front of Bookstore

EXPECTED ATTENDANCE: 100

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

This event will provide people on the Cal State LA campus with food options from Porto's Bakery and Café. Items sold will include potato balls, cheese rolls, and guava and cheese rolls.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It provides people with food options other than those available on campus. Allows students to buy something quickly when going from class to class.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Potato Balls	131.40			
	Cheese Rolls	49.28			
	Guava and Cheese Pastry	32.85			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$213.53
 TOTAL REQUESTED FROM ASI \$213.53
 AMOUNT FROM OTHER SOURCES \$0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLYSTAFF INITIALS SR

TIME STAMP:

11/17/19 10:43:57

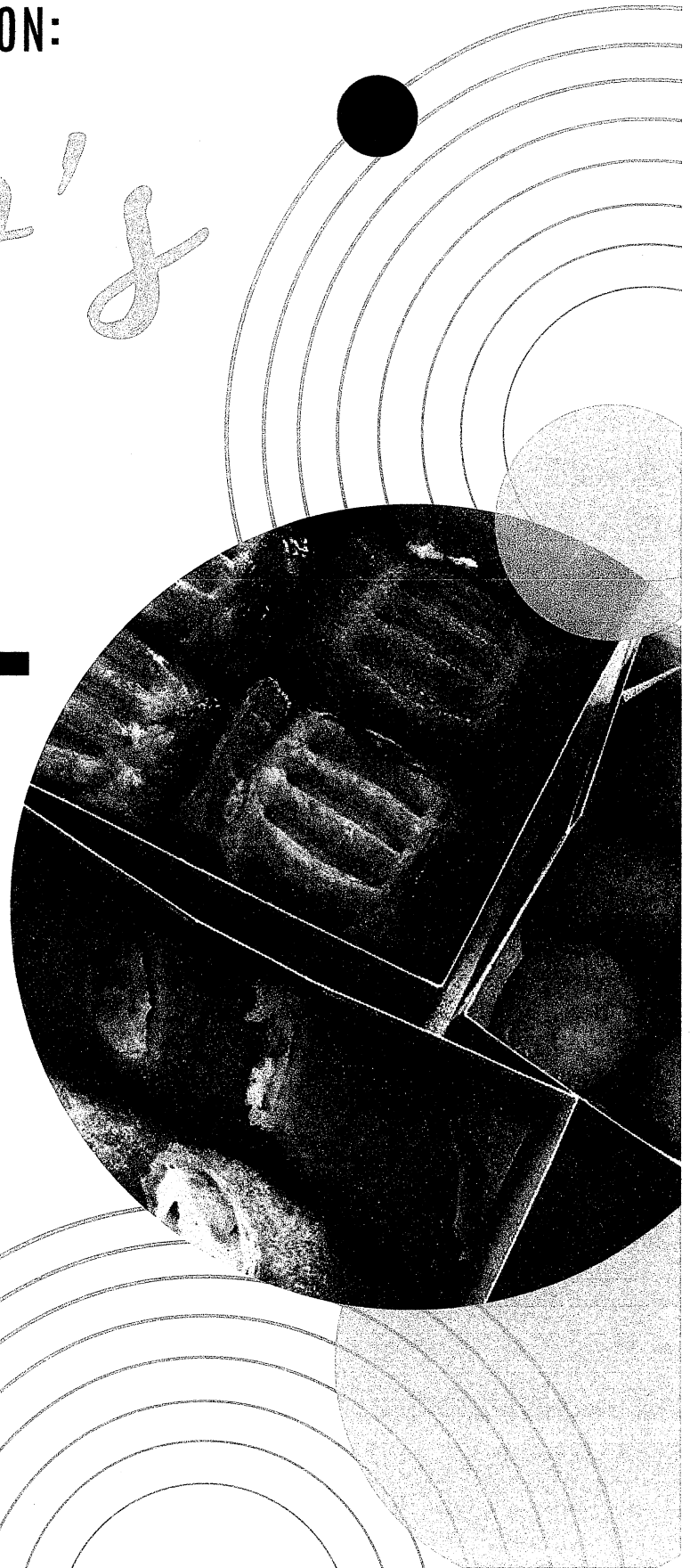
ACADEMIC HONORS ASSOCIATION:

Porto's Sale

NOVEMBER 21ST
FROM 8AM-12PM

BY THE GOLDEN
EAGLE STATUE

FOR MORE INFORMATION CONTACT:
AHA.MARKETING.CSULA@GMAIL.COM





UNIVERSITY
STUDENT UNION

Event Registration

Porto's Fundraiser

Submitted By [REDACTED] on 11/4/2019 1:46:01 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.

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

Academic Honors Association

Event Name

Porto's Fundraiser

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

100

About the event

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

This event will provide people on the Cal State LA campus with food options from Porto's Bakery and Cafe. Items sold will include potato balls, cheese rolls, and guava and cheese rolls, and different combinations of the items will be made available for sale.

Time & Location

Start Date/Time

11/21/2019 - 8:00 AM

End Date/Time

11/21/2019 - 12:00 PM

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.

Campus Walkway, outside the University Bookstore (by the Golden Eagle Statue)

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.

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Email

Social Media Site

Instagram

Social Media Handle

@aha_calstatela

Printed Media Upload*

If you plan on marketing this event with printed media, please upload a copy for review.
ec4e1b4f-bcfe-442f-aeeb-9c93a82b5e69.pdf

Who is invited to this event?

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.

ACADEMIC HONORS ASSOCIATION:

Porto's Sale

NOVEMBER 12TH
FROM 8AM-12PM



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?

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

Yes

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicaistatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicaistatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

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

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?

Various combinations of the food items will be offered as part of this fundraiser. For \$2, customers can purchase either 2 potato balls, or 1 cheese or guava and cheese roll. For \$3, customers can purchase either 2 cheese/guava and cheese rolls (or 1 of each); or 1 cheese roll and 2 potato balls; or 4 potato balls. The proceeds from this event will go toward purchases made by the club for future events, including materials for community service events.

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

Subject to verification.

University-Student Union Account

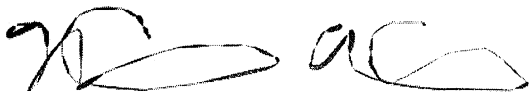
U-SU Student Organization Account #

BC001

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 'M. A.', written on a signature pad.

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

Serve alcoholic beverages form in addition to the Event Registration Form. Please email at least 6 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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
 - Filming Request Application
-



Invoice #: F19-2-1

Event Date:

11/21/19

Company Purchasing From:

Porto's Bakery

584 S Sunset Ave.

West Covina, CA 91790

(626) 214-3490

*Invoice only an estimate

Description	Quantity	Price (\$)	Subtotal (\$)	Tax (\$) (Rate 9.5%)	Total Cost (\$)
Potato Balls (50 count)	4	30.00	120.00	11.40	131.40
Cheese Rolls (25 count)	3	15.00	45.00	4.28	49.28
Guava and Cheese Pastry (50 count)	1	30.00	30.00	2.85	32.85
Food					213.53
Estimated Amount					<u>213.53</u>

Potato Balls:

Porto's Potato Ball™ - Stuffed Potato x +

https://www.portosbakery.com/items/potato-ball-stuffed-potato-party-sized/

Apps GroupMe CSULA Stuff Popular Netflix Hulu Rabbit BoA HSF Amazon

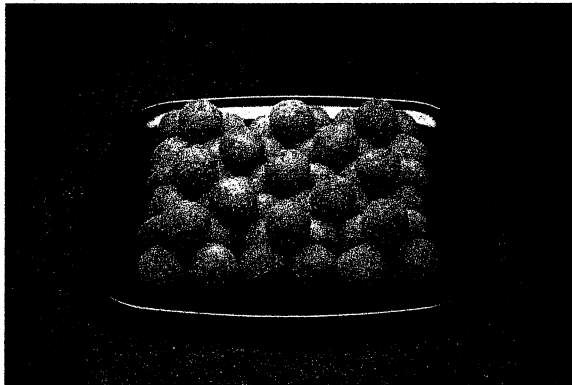
FOOD

BAKE AT HOME



LOCATIONS

OUR STORY



POTATO BALL™ - STUFFED POTATO (PARTY SIZED)

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. Available in counts of 25 and 50. Served cold for later heating. Platter available at additional price. If requested hot, they will be heated upon your arrival and served in an aluminum foil pan with lid (additional charge). Please allow 10-15 minutes for heating. 24 hour advance order required.

Price:

\$15.00 25 Count.

\$30.00 50 Count. Item prices are subject to change.

Cheese Rolls:

Porto's Cheese Roll™ (Party Sized) x +

https://www.portosbakery.com/items/cheese-roll-party-sized/

Apps GroupMe CSULA Stuff Popular Netflix Hulu Rabbit BoA HSF Amazon

FOOD

BAKE AT HOME



LOCATIONS

OUR STORY



CHEESE ROLL™ (PARTY SIZED)

DESCRIPTION

A Porto's classic! Flaky butter puff pastry filled with Porto's signature cream cheese. Served in a box in 25 count. Platter available at additional charge. 24 hour advance order required.

Price:

\$15.00 25 Count.

\$30.00 50 Count. Item prices are subject to change.

Guava and Cheese Pastry:

Refugiado™- Guava & Cheese: x +

https://www.portosbakery.com/items/refugiado-guava-cheese-pastry-party-sized/

Apps GroupMe CSULA Stuff Popular Netflix Hulu Rabbit BoA HSF Amazon

FOOD

BAKE AT HOME



LOCATIONS

OUR STORY



REFUGIADO™- GUAVA & CHEESE PASTRY (PARTY SIZED)

DESCRIPTION

A Porto's classic! Flaky butter puff pastry filled with Porto's signature cream cheese. Served in a box in 25 and 50 count. Platter available at additional charge. 24 hour advance order required.

Price:
\$15.00 25 Count.

\$30.00 50 Count.. Item prices are subject to change.

CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Temporary Food Facility Permit and Food Handlers Certificates MUST be posted starting 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 21, 2019

Estimated Attendance: 100

Name of Event: Porto's Fundraiser

Type of Event: Fundraiser

Location: Main Walkway, outside the University Bookstore

Sponsoring Organization: Academic Honors Association

Authorized Representative

Phone

Link: None

Time:

Access Time:

8 a.m./p.m. to 12 a.m./p.m.

Event Time:

8 a.m./p.m. to 12 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(c) 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. Cheese rolls (pastry dough, cream cheese filling).

Guava-Refugiado Guava and Cheese Strudel (puff pastry, guava jam, cream cheese filling). See back of page.

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Porto's Bakery and Cafe (584 S. Sunset Ave. West Covina, CA 91790)

List all beverages to be sold/served None

Where will beverages be prepared or purchased? Not applicable

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

Food will be kept cool using a cooler and potato balls will be heated up for service.

List all food, continued:

- Potato Ball (Papa Rellena) (mashed potato, picadillo (ground beef, onions, peppers, and Spanish seasonings), panko bread crumbs).

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.


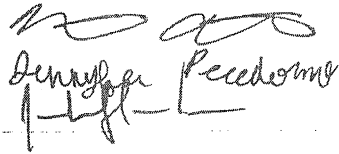
Insurance: (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

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.

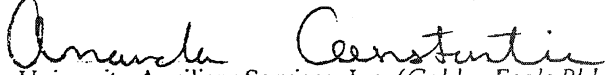
Food Handler's Name	Food Handler's Signature
	 Sunny Lee


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 304) (Student Organizations Only)


3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)


4. Environmental Health & Safety (Corporate Yard Bldg. 244)

11/1/19
19-635
Permit No.

11/1/19
Date
11/4/19

Revised 07/2019

CERTIFICATE

OF COMPLETION

This is to certify that



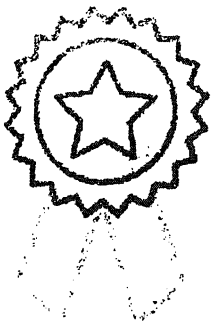
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Oct 30, 2019

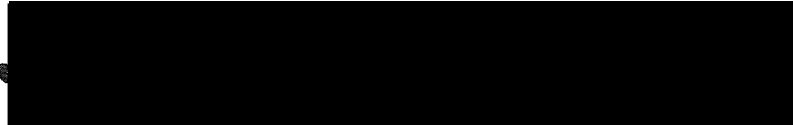


skillsoft▶▶

CERTIFICATE

OF COMPLETION

This is to certify that



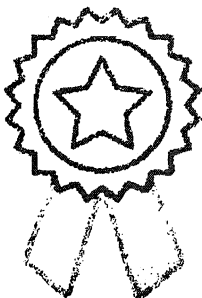
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Oct 28, 2019



skillsoft 

CERTIFICATE

OF COMPLETION

This is to certify that



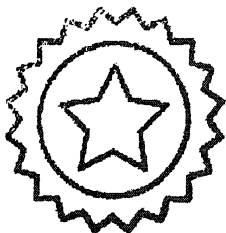
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Nov 1, 2019



skillsoft ▶▶