

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: ALPFA-Association of Latino Professionals

EVENT TITLE: Pupusa Sale

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

SEMESTER: Fall ^{SV}

EVENT LOCATION: Main Walkway

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 ^{SV} ☐ NO

BRIEFLY DESCRIBE THE EVENT:

It is an (ALPFA) Association of Latino Professionals For America Fundraising Event to sell Pupusas to get funds for club and events.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

It will help ALPFA Members because these funds will help to have professional development events such as mock interviews, resume workshops, among other opportunities.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Pupusas \$1.20x100	120.00			
	utilities and drinks	168.12			
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 288.12

TOTAL REQUESTED FROM ASI 288.12

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLYSTAFF INITIALS ^{SV} SK

TIME STAMP:



Dashboard



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Event Registration

ALPFA - PUPUSA FUNDRAISING

Submitted By [REDACTED] on 9/26/2019 11:50:21 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 Event Name this event.

ALPFA - PUPUSA FUNDRAISING

Student Organization

About the event

Please describe what this event is about and include all intended activities that will take place.
ON CAMPUS FOOD AND DRINK SALES INCLUDING PUPUSAS, WATER AND SOFT DRINKS SUCH AS COCA COLA AND SPRITE. MAKE ON CAMPUS PRESENCE TO PROMOTE ALPFA - CAL STATE LA ASSOCIATION OF LATINO PROFESSIONALS FOR AMERICA. EDUCATE THE STUDENT BODY ABOUT THE MISSION OF ALPFA.

Host Organization Name

What Organization/Department is hosting the event?
ASSOCIATION OF LATINO PROFESSIONALS FOR AMERICA

Estimated Attendance

50

Time & Location

Start Date/Time

10/10/2019 - 9:00 AM

End Date/Time

11/21/2019 - 3:00 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.
MAIN WALK WAY CLOSE TO LIBRARY

EXPORT EDIT

Approval

Ordered

- 1 President of ASSOCIATION OF LATINO PROFESSIONALS FOR AMERICA Approved

Approved on 09-26 11:52 PM

- 2 Treasurer of ASSOCIATION OF LATINO PROFESSIONALS FOR AMERICA Approved

Approved on 09-30 7:33 AM

- 3 [REDACTED] approved

Approved on 09-30 7:40 AM

- 4 Campus Administrator Approved

Approved on 09-30 4:20 PM



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Support



Settings



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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.

Officer Contact Phone Number**Contact Email**

Provide the officer's email address.

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?

Website

Website URL for marketing

Requires http:// or https://
www.csulaalpfa.org

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



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Tags

Cover Image



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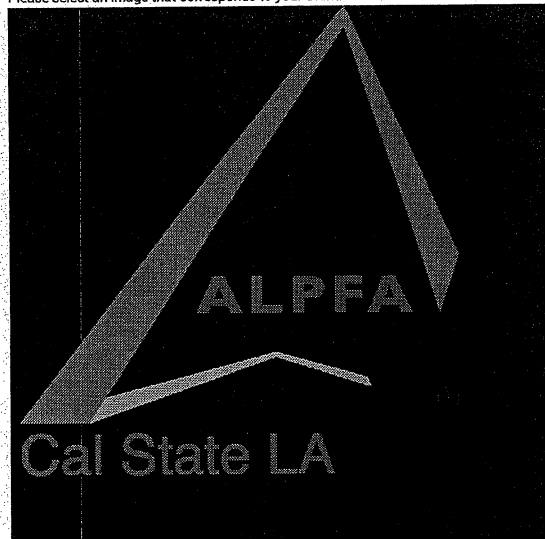
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FUNDRAISING

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

Amplified Sound Permit Upload*

You've indicated your on campus event will have amplified sound. Please submit an approved permit form. Below you will find the link to the form that needs to be approved by CSI.

NO AMPLIFIED SOUND FOR THIS EVENT.pdf

Will the event have security?

No

Will food be served at the event?

Yes



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Who will be providing the food?

Student Organization

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.
PUPUSAS FOOD PERMIT.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

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 (<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?
PUPUSA \$3.00, SODA \$1.50, WATER \$1.50



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

Subject to verification.
Approved Exempt Status

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/f4da3324-d7b4-4856-82d7-3b7735129a71.png?sv=2018-03-28&sr=b&sig=a1U%2FHE2TV7yPK0JkUzs2zybjn3sy8MU1Bj4643nSm0Q%3D&st=2019-10-07T07%3A55%3A10Z&se=2019-10-07T08%3A10%3A10Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3Def861db0-49fe-4f31-b935-606444741485_2019-09-27T06.50.20.7243.png)



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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

Student Organization Event Resources

Additional Required Forms

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) 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) 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/studentsservices/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/007/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

are 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 ____" must be stamped and signed by the CSI on 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/temporaryfoodpermit.pdf>)
- Request to Serve Alcoholic Beverages Form
(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/019/ap019_app8_1.pdf)

Additional Resources

Amplified Sound Permit
(http://www.calstatela.edu/sites/default/files/groups/Administration%20and%20Finance/505/505_appendix_8.2.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>).
(<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)

Use of Facilities Forms:

Use of Facilities Form (UOF) must 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.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/filmingrequest/filming_application_s)



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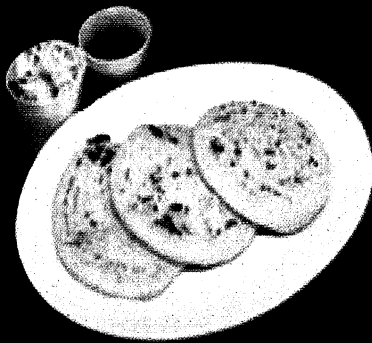


Support



Settings

PUPUSA FUNDRAISER



THURSDAYS
MAIN WALKWAY BY LIBRARY
10:00 AM - 3:00 PM

VOLUNTEER OR BUY! COME AND HANG
OUT WITH US WHILE YOU ENJOY A PUPUSA
OR THREE!

#WHYALPFA #ALPFA

WWW.ALPFACSULA.ORG

ALPFA_CSULA



ALPFA_CSULA



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



11/22/19

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: 10/10 Sept 17 to Nov 20 every Thursday Estimated Attendance: 50+

Name of Event: ALPFA Fundraising

Type of Event: Fundraising Location: Main walkway (close to library)

Sponsoring Organization: Association of Latino Professionals For America

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

Time: 8:30 a.m. 9:30 a.m. 3:00 p.m. 2:00 p.m. Las Palapas Restaurant Corp

Access Time: 8:30 a.m. 9:30 a.m. 3:00 p.m. 2:00 p.m. 3540 Slauson Ave. Maywood 90270

Event Time: 9:30 a.m. 3:00 p.m. 2:00 p.m. Smart Final 2511 Daly St. Lincoln, CA 90031

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: [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. Pupusas (Bean, cheese, pork)

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Las Palapas Restaurant Corp, 3540 Slauson Ave. Maywood 90270

List all beverages to be sold/served Coca-Cola, Sprite, Water Bottle, ~~etc~~

Where will beverages be prepared or purchased? Smart Final, 2511 Daly St. Lincoln, CA 90031

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

Chafing trays will be used to maintain proper temperature

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.


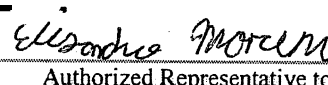
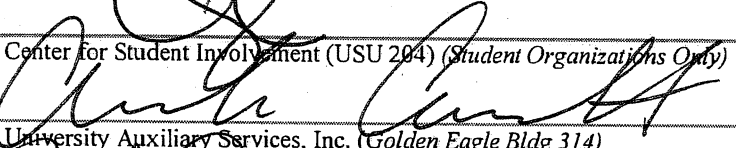
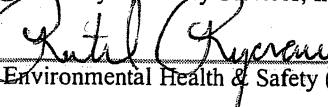
For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

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
[Redacted]	Elisandro Moreno
[Redacted]	Thayla

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

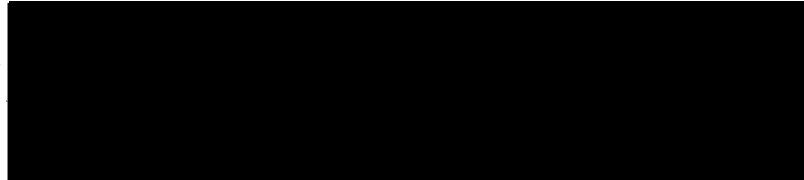
	
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
2. Center for Student Involvement (USU 204) (Student Organizations Only)	Date 9/11/19
	Date 9/11/19
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date 9/11/19
	19-490
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No.

Revised 07/2019

CERTIFICATE

OF COMPLETION

This is to certify that



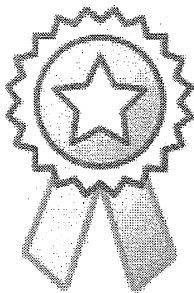
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Aug 21, 2019

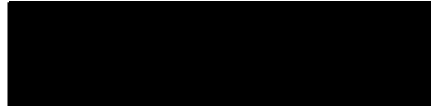


skillsoft 

CERTIFICATE

OF COMPLETION

This is to certify that



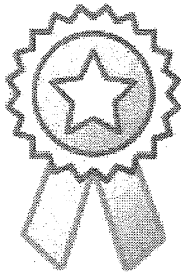
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus








on

Sep 4, 2019



skillsoft 

ALPFA PUPUSA FUNDRAISING

	Chinet All Occasion 8 3/4 in Paper Plate, White, 225-count Item # 18695 2-Day Delivery	\$18.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$18.99
Add to List				
	Kirkland Signature Nitrile Exam Gloves, 400- count, Size Large Item # 467130 ✓ FSA Eligible 2-Day Delivery	\$21.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$21.99
Add to List				
	Solo Heavyweight Plastic Fork, White, 500- count Item # 127509 2-Day Delivery	\$10.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$10.99
Add to List				
	Solo Heavyweight Plastic Spoon, White, 500- count Item # 127489 2-Day Delivery	\$10.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$10.99
Add to List				
	Vanity Fair Everyday Napkin, 2-Ply, 110-count, 6-pack Item # 785094 2-Day Delivery	\$10.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$10.99
Add to List				
	Glad with Febreze Freshness 13-Gallon Tall Kitchen Trash Bag, Fresh Clean, 140-count Item # 960196 2-Day Delivery	\$18.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$18.99
Add to List				
	Solo Heavyweight Plastic Knife, White, 500- count Item # 127279 2-Day Delivery	\$10.99	<div>1</div> <div>Update</div> <div>Remove</div>	\$10.99
Add to List				

Subtotal (7 items) \$103.93

Calculate Shipping

Total: \$103.93

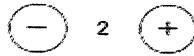
Kitchenware



First Street, Fuel Gel, Chafing Dish, 6 Pack (6 count)

\$13.98

\$6.99 ea.



Remove

Add Instructions

Allow Substitution ☐

Beverages



DASANI, Water (24 count)

\$5.49

\$5.49 ea.



Remove

Add Instructions

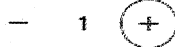
Allow Substitution ☐



Coca-Cola, Cola (24 count)

\$8.99

\$8.99 ea.



Remove

Add Instructions

Allow Substitution ☐



SPRITE, Lemon Lime Soda (24 count)

\$8.99

\$8.99 ea.



Remove

Add Instructions

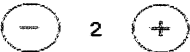
Allow Substitution ☐



Brisk Iced Tea, Lemon (12 count)

\$10.78

\$5.39 ea.



Remove

Add Instructions

Allow Substitution ☐

YOUR ORDER

Subtotal	\$48.23
Delivery Fee	\$4.99
Picking Fee	\$6.40
Tax	\$4.57
Estimated Total*	\$64.19

Grand Total for utilities and drinks:
\$168.12

LAS CHAMPAS 35
3540 E SLAUSON AVE
MAYWOOD, CA 90270
3239157426

ORDER: 05
En Restaurante

Cashier: Vanessa
24-Oct-2019 10:31:53A
Transaction 206121

1 Manual Transaction	\$120.00
Total	\$120.00
CREDIT CARD AUTH	\$120.00
VISA 0661	

Tip

Total

Retain this copy for statement validation

Online: <https://clover.com/p/403S2QQBJY688>



403S2QQBJY688

OP#: 179 Name: GREG M
Please Co
Thank Y
Mise: 569 Tra: 503 Tr

Pupusa Total: \$120

Grand Total For Everything \$288.12