

**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**

OFF

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ADD

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PHO

SIGNATURE: *[Signature]*

CLUB/ORG: Kalahi Filipino American Student Organization

EVENT TITLE: Portos Fundraiser

DATE(S) OF EVENT: November 20

SEMESTER: FALL

EVENT LOCATION: Library 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 Potato balls, Cheese Rolls, and Guava Rolls with cheese, 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: |
|-------------|---|---------|-----------------------|--------------|---------|
|             | 200 Potato Balls (\$34/50 Potato Balls)     | \$136   |                       |              |         |
|             | 75 Cheese Rolls (\$50/75 Cheese Rolls)      | \$50    |                       |              |         |
|             | 75 Guava Strudels (\$50/ 75 Guava Strudels) | \$50    |                       |              |         |
| MARKETING   | DESCRIPTION:                                | AMOUNT: | OTHER                 | DESCRIPTION: | AMOUNT: |
|             |   |         |                       |              |         |

**PART 5 - EVENT SUMMARY**

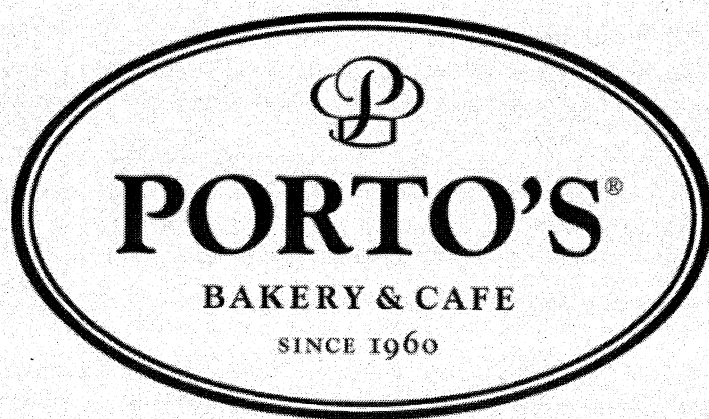
TOTAL COST OF THE EVENT \$236.00  
 TOTAL REQUESTED FROM ASI \$236.00  
 AMOUNT FROM OTHER SOURCES \$0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

**OFFICE USE ONLY**STAFF INITIALS *[Signature]*

TIME STAMP:

11/14/2019 11:05

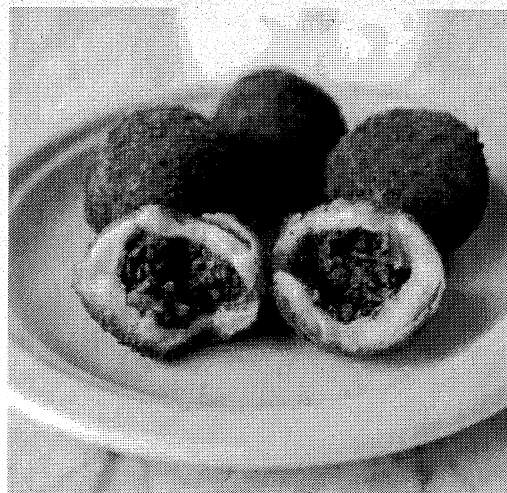
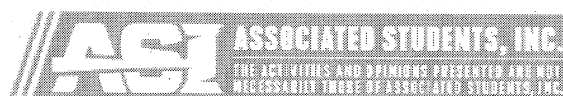


# FUNDRAISER

SUPPORT KALAHI AND GET PORTO'S PASTRIES  
WITHOUT THE FUSS OF LONG LINES AND FAR  
LOCATIONS!

NOVEMBER 20 (WED)

10:00AM-3:00PM





**UNIVERSITY  
STUDENT UNION**

## Event Registration

### Porto's Fundraiser

Submitted By: [REDACTED] on 11/6/2019 10:15:19 AM

[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

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.

10

## About the event

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

Fundraising event to raise money for Kalahi Filipino-American Student Organization by selling Cheese or Guava Rolls as well as Potato Balls from Porto's.

## Time & Location

## Start Date/Time

11/20/2019 - 9:30 AM

## 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.

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.

### Officer Contact Phone Number

### Contact Email

Provide the officer's email address.

### Organization Advisor Phone Number

### Organization Advisor Name

### 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 scheduled posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of

## How do you plan on marketing this event?

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

### 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.

**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.

0a0a27f6-f994-457f-8c95-a9da6b0eceda.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.

**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.

## 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?

\$2 for 1 Cheese or Guava Roll, \$2 for 2 Potato Balls, \$3 for 2 Cheese OR Guava Roll, and \$3 for 1 Cheese Or Guava Roll AND 2 Potato Balls.

### 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

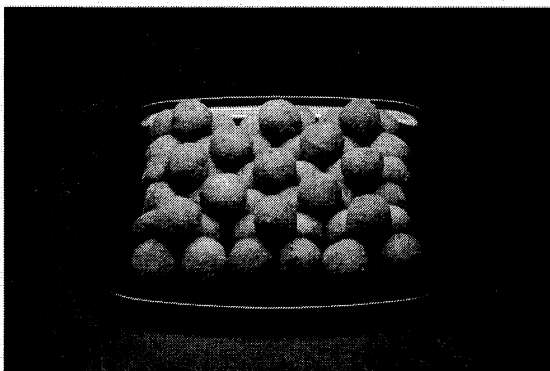
A handwritten signature in black ink, appearing to be "M. [unclear]", written over a horizontal line.

For food location, we would preferably want it to be at the Library South Railing 3 or 4, but if not available, any location within the Library South-Railing or Library North-Main Walkway location would suffice.

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(As of August 7, 2019)



## 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 ROLL® (PARTY SIZED)

### DESCRIPTION

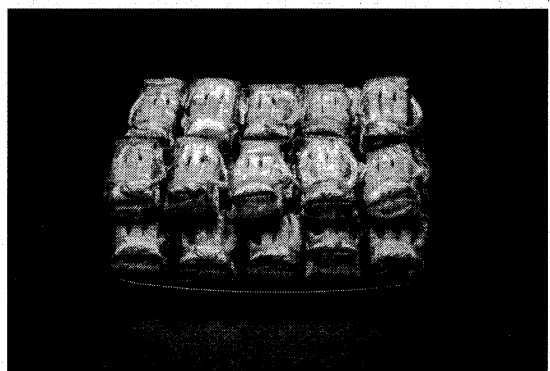
A Porto's classic! Flaky butter puff pastry filled with Porto's signature cream cheese. Served in a box in 25 count. Platter available at additional charge. 24 hour advance order required.

Price:

\$15.00 25 Count.

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

f t p



## REFUGIADO®- GUAVA & CHEESE STRUDEL (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.

f t p



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

## EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

5151 State University Drive,

Los Angeles, CA 90032-8778

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

### Requestor Information

Name of Sponsoring club/organization: Kalahi Filipino-American Student Organization

Reservation Contact Name\*: [REDACTED]

Phone number: [REDACTED]

Email: [REDACTED]

Event Contact\*\*: [REDACTED]

Phone Number: [REDACTED]

Email: [REDACTED]

Faculty/Staff Advisor Name: [REDACTED]

Email: [REDACTED]

\*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.

\*\* The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

### Event Information

| Date     | Start Time | AM                                  | PM                       | End Time | AM                       | PM                                  |
|----------|------------|-------------------------------------|--------------------------|----------|--------------------------|-------------------------------------|
| 11/20/19 | 9:30       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | 3:00     | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
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|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
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|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
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|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |
|          |            | <input type="checkbox"/>            | <input type="checkbox"/> |          | <input type="checkbox"/> | <input type="checkbox"/>            |

Preferred Location:

1st choice: Library South Railing 3

2nd choice: Library South Railing 4

Initial M.R. I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.

Purpose for tabling is to provide: ☐ General Information ☒ Food Sale/Distribution\*\* ☒ Fundraiser\*\*

If food will be distributed and/or sold, please describe:

Cheese Rolls, Guava Rolls, and Potato Balls

\*\*A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed. ☒ Yes ☐ No

If so, specify what type: Club Banner and Prices for Food

Will there be amplified sound of any kind? Yes ☐ No ☒ \*\*An approved amplified sound permit and event registration form will be required.

Requestor's Signature: Marlito Refuerzo

Date: 11/08/19

### For Office Use Only:

Confirmation by the Administration and Finance Office

Initials: FH

Date: 11/08/19

| Area Requested           | Day(s)   | Time(s)           |
|--------------------------|----------|-------------------|
| Library South Railing #4 | 11/20/19 | 9:30 AM - 3:00 PM |
|                          |          |                   |
|                          |          |                   |

Submit a copy of this form to the Office of the Vice President for Administration and Finance. Fax # 323-343-6406.  
A confirmation fax will be sent by the VPAF office to Information & Event Services.

# 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: 11/20/19 Estimated Attendance: 10

Name of Event: Porto's Fundraiser

Type of Event: Fundraiser Location: Library South Railing 3 or 4

Sponsoring Organization: Kakhi Filipino - American Student Organization

Authorized Representative [Redacted] Phone: [Redacted]

Time: 9:30 AM - 3:00 PM

Access Time: 9:00 a.m./p.m. to 9:30 a.m./p.m.

Event Time: 9:30 a.m./p.m. to 3 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. Cheese Roll, Potato Ball, Guava Strudel

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Porto's Bakery and Cafe

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

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

Date

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.

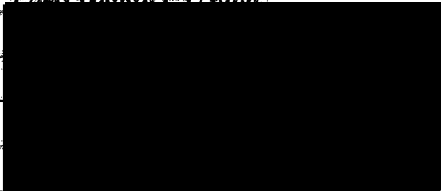


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| Food Handler's Name  | Food Handler's Signature   |
|--|--|
|  |  |
|  |   |
|  | Mark Lorenzo Jr  |
|  |  |
|  |  |

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

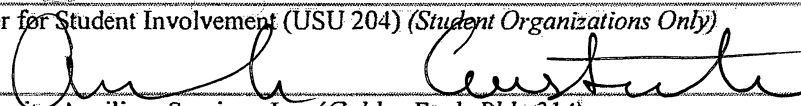
Authorized Representative to be present at event



11-10-19

2. Center for Student Involvement (USU 204) (Student Organizations Only)

Date



11/1/19

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

Date



19-641

11/4/19

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

Permit No.

Date

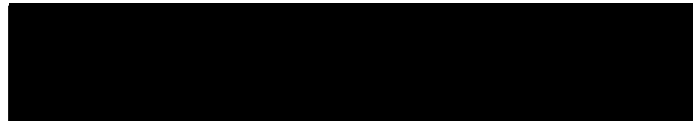
Revised 07/2019

# **CERTIFICATE**

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OF COMPLETION

This is to certify that



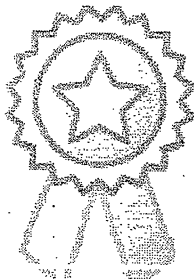
has completed the course

**Food Safety and Handling**

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

on

**Sep 22, 2019**



**skillsoft** 

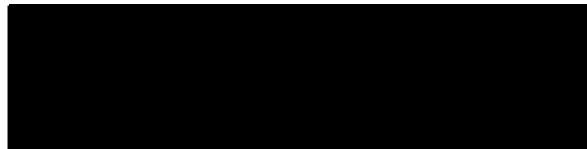


# **CERTIFICATE**

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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 27, 2019**



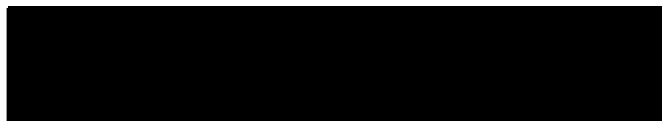
**skillsoft** ▶▶

# **CERTIFICATE**

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OF COMPLETION

This is to certify that



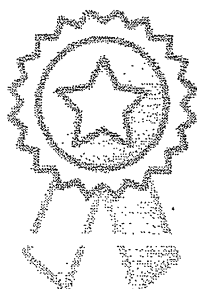
has completed the course

**Food Safety and Handling**

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

on

**Sep 26, 2019**



**skillsoft** 



# **CERTIFICATE**

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OF COMPLETION

**This is to certify that**



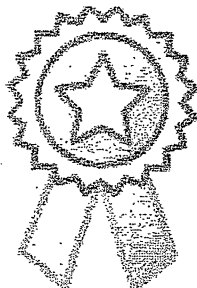
**has completed the course**

**Food Safety and Handling**

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

**on**

**Oct 4, 2019**



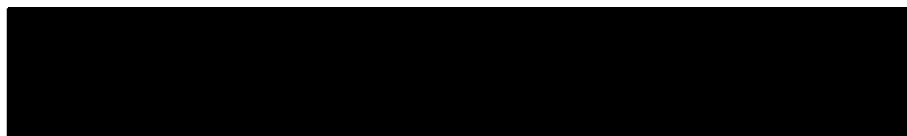
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# **CERTIFICATE**

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OF COMPLETION

This is to certify that



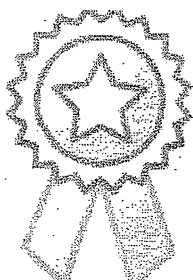
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 24, 2019**



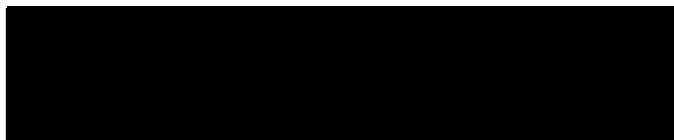
**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



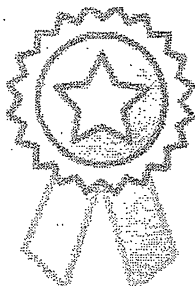
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 27, 2019**



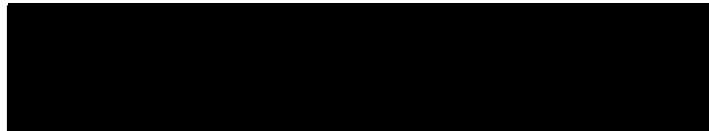
**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



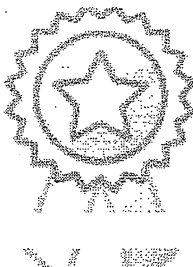
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

Sep 25, 2019



**skillsoft** 

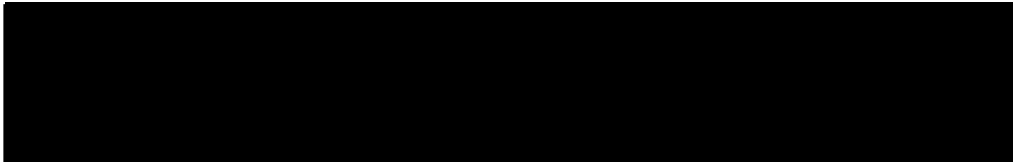


# CERTIFICATE

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OF COMPLETION

This is to certify that



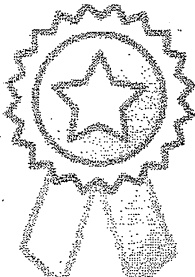
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 29, 2019**



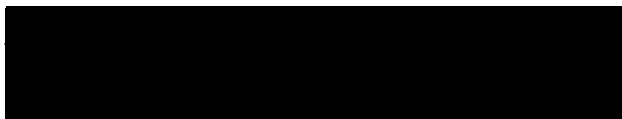
**skillsoft** 

# **CERTIFICATE**

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OF COMPLETION

This is to certify that



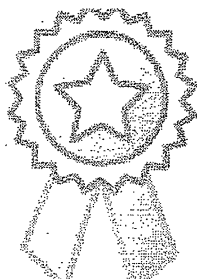
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 26, 2019**



**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



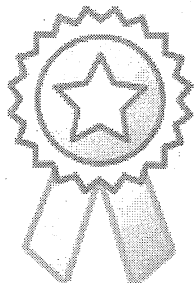
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 24, 2019**



**skillsoft** 

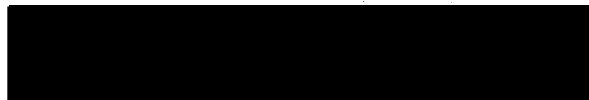


# CERTIFICATE

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OF COMPLETION

This is to certify that



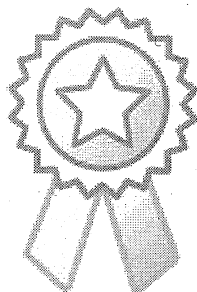
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Oct 4, 2019**



**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



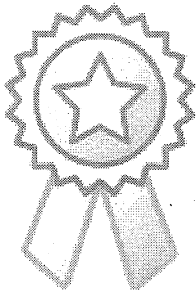
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 26, 2019**



**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that

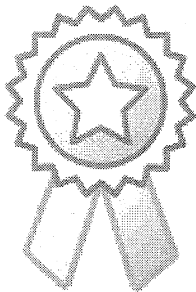


**Food Safety and Handling**

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

on

**Sep 27, 2019**



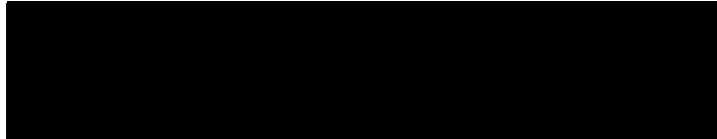
**skillsoft** ▶▶

# CERTIFICATE

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OF COMPLETION

This is to certify that



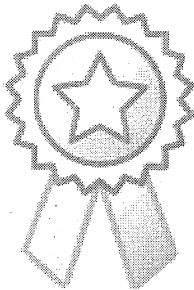
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 22, 2019**



**skillsoft** 

**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, agree 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 EHS.

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/Two=skillsforstudent&env=prod&org=calstate>

Certificate Expires one year from the initial completion date.

Food Handler's Signature

*[Signature]*  
*[Signature]*  
*[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  
Date 10/31/19

2. Center for Student Involvement (USU 204) (Student Organizations Only)  
Date 11/1/19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)  
Date 11/4/19

4. Environmental Health & Safety (Corporate Yard Bldg 244)  
Permit No. 19-641  
Date 11/4/19

Revised 07/2019

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Food Handler's Signature

*[Signature]*  
*[Signature]*  
*[Signature]*

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Date 11/1/19

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Date 11/4/19

Revised 07/2019