

**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: [REDACTED]  
 TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED]  
 PHONE: [REDACTED]  
 SIGNATURE: alyhan

CLUB/ORG: Chemistry & Biochemistry Club  
 EVENT TITLE: Jersey Mike's Fundraiser(s)  
 DATE(S) OF EVENT: <sup>3/10, 3/31, 4/21</sup> 3/9, 3/14, 4/14 SEMESTER: SPRING  
 EVENT LOCATION: Main walkway, outside the Annenberg   
 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  NO

BRIEFLY DESCRIBE THE EVENT:

Jersey Mike's sandwiches, soft drinks, and water will be sold on the main walkway outside the Annenberg complex.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

We will be providing refreshments and snacks for students on their way to class. Students can purchase a sandwich or drink to carry on with their day.

**PART 4 - COST BREAKDOWN**

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	The Jersey Shore's Favorite (regular)	379.5	HONORARIA / CONTRACTS	n/a	
	total: 50				
	The Veggie (regular)	189.75			
	total: 25				

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
MARKETING	n/a		OTHER	n/a	

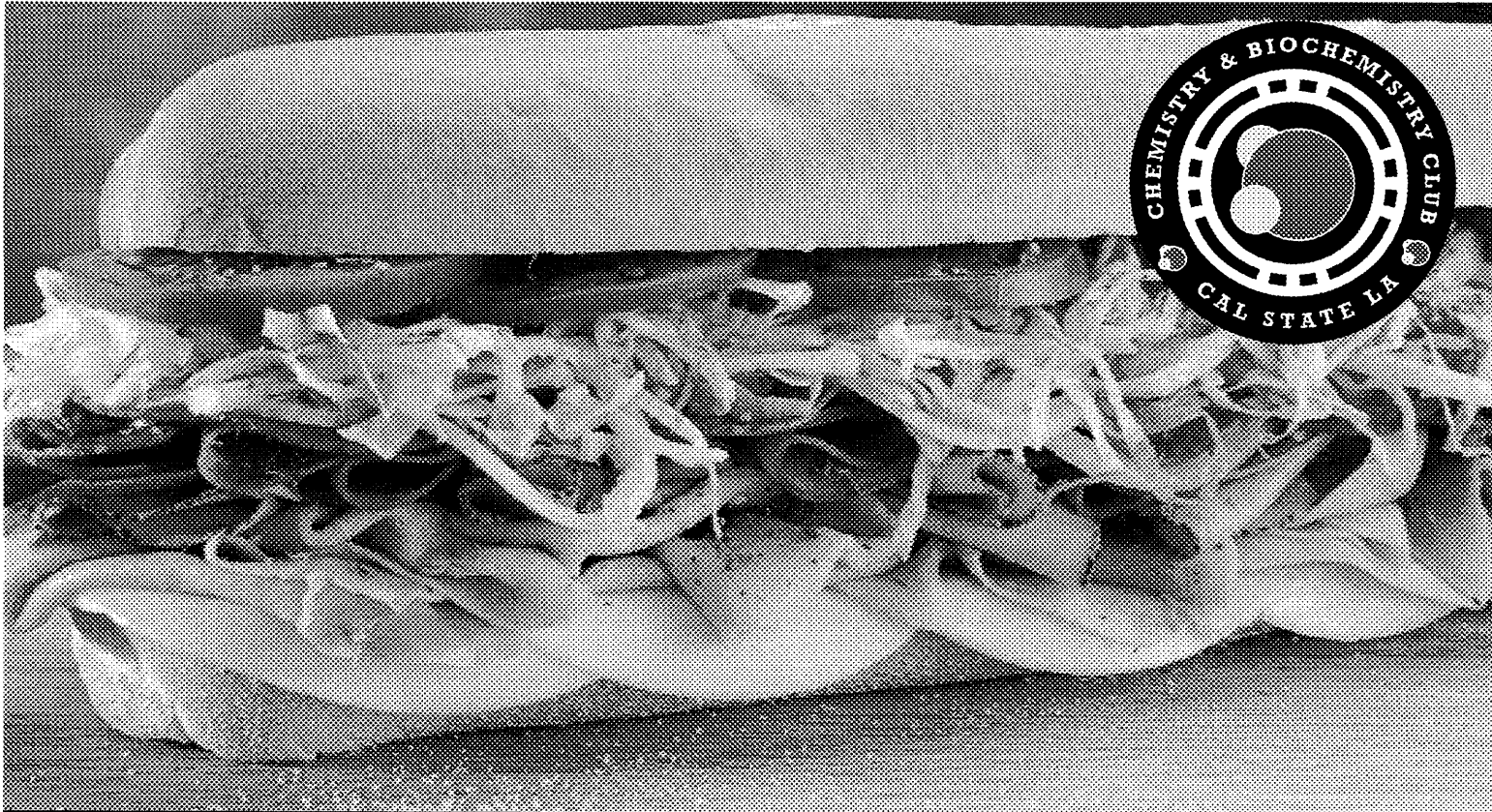
**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT	569.25
TOTAL REQUESTED FROM ASI	569.25
AMOUNT FROM OTHER SOURCES	0
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	

**OFFICE USE ONLY**

STAFF INITIALS SR  
 TIME STAMP:  
 MARCH 14 4:30:45 PM





CHEMISTRY & BIOCHEMISTRY CLUB

# JERSEY MIKES FUNDRAISER

Help fund tutoring and outreach events!

TUESDAYS • WEEK 8, 11, & 14  
11:30 AM TO 1:30 PM  
IN FRONT OF ANNENBERG SCIENCE  
COMPLEX

Email [chemcsula@gmail.com](mailto:chemcsula@gmail.com) to help volunteer!

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



**UNIVERSITY  
STUDENT UNION**

#### Event Registration

### Jersey Mike's Fundraiser

Submitted By: [REDACTED] on 2/7/2020 1:00:25 PM

Pending Approval

#### 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?

Chemistry and Biochemistry Club

#### Event Name

Jersey Mike'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.

50

#### About the event

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

This event will be a fundraiser to fund club events and services, such as outreach efforts, tutoring, and club socials. We will be selling Jersey Mike's sandwiches on the main walkway in front of the Annenberg Science Complex.

#### Time & Location

#### Start Date/Time

03/10/2020 - 11:00 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.

Main Walkway in front of Annenberg Sciences Complex

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

## How do you plan on marketing this event?

Printed posters/fliers

Email

## Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.

d383ca04-ac49-4b08-9d88-4180da0c23fb.pdf

## Who is invited to this event?

Student organization members

Cal State LA Community

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

No

Tags

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?

**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.

184786e1-29ca-423a-8558-b7c103d45d0b.pdf

**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?**

Does your organization plan on serving alcohol at its 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

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?

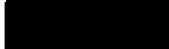
Proceeds will be collected from the sale of Jersey Mike's sub sandwiches (\$4) and canned sodas from Costco (1\$). These funds will support club outreach efforts, tutoring, and socials.

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

Subject to verification.

University-Student Union Account

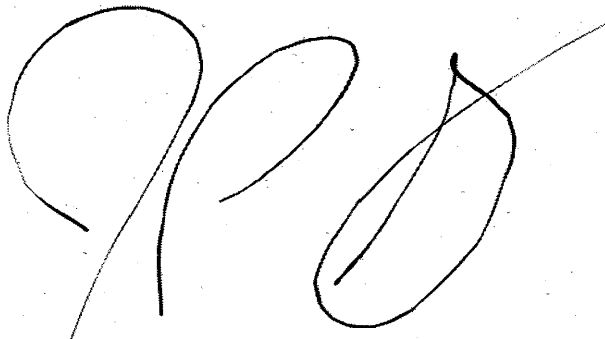
**U-SU Student Organization Account #**



**Acknowledgment**

AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

**Signature Pad Field**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**Event Guidelines & Resources**

**Student Organization Event Guidellines**

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



**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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
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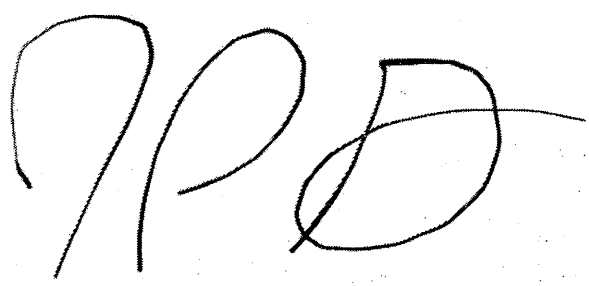
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**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete online Food Handler Training prior to sell / offer food, agrees to read, understand, and comply with the Cal State L.A. Temporary 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.

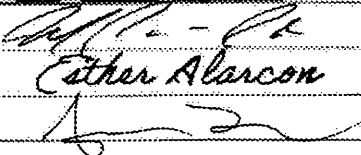
**Insurance:** (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

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.


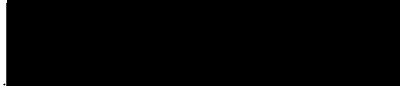
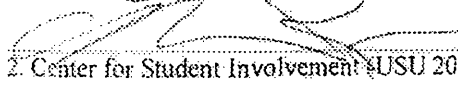
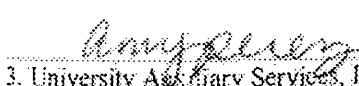
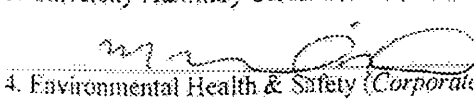
For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: <https://ds.calstate.edu/?svc=skillsoftstudent&env=prod&org=calstate>

Certificate Expires one year from the initial completion date.

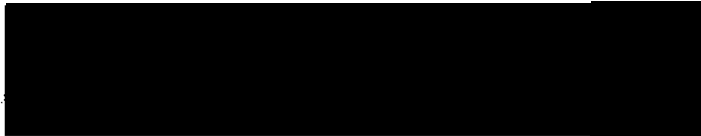
Food Handler's Name	Food Handler's Signature
[Redacted]	 Esther Alarcon

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)	2-03-2020 Date
 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	2/3/2020 Date
 4. Environmental Health & Safety (Corporate Yard Bldg 244)	20-061 Permit No. 2-6-2020 Date

Revised 07/2019

**This is to certify that**



**has completed the course**

**Food Safety and Handling**

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

**on**

**Sep 24, 2019**

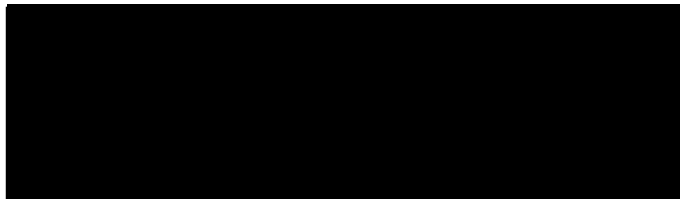


# CERTIFICATE

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OF COMPLETION

This is to certify that



has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

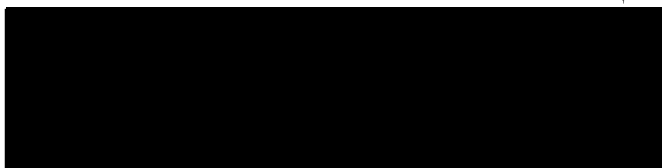
on

Sep 24, 2019



**skillsoft** 

**This is to certify that**



**has completed the course**

**Food Safety and Handling**

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

**on**

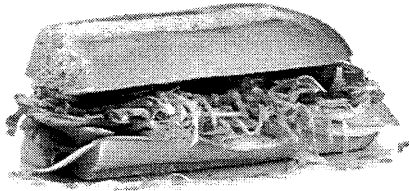
**Oct 27, 2019**

Jersey Mike's & Sodas			
Description	Quantity	Unit Price	Total Price
The Jersey Shore's Favorite (regular)	50	7.59	379.5
The Veggie (regular)	25	7.59	189.75
<b>Total</b>			<b>569.25</b>

← Products **#2 Jersey Shore's Favorite - Regular** Delete

SIZE

- Mini - \$5.75
- Regular - \$7.59**  
Gluten-Free Bread Available
- Giant - \$13.25  
Gluten-Free Bread Available
- Wrap - \$7.59
- Tub - \$7.59




*Provolone and raised without antibiotics ham and coppaculo*

← Products **#14 The Veggie - Regular** Delete

SIZE

- Mini - \$5.75
- Regular - \$7.59**  
Gluten-Free Bread Available
- Giant - \$13.25  
Gluten-Free Bread Available
- Wrap - \$7.59
- Tub - \$7.59



*Swiss, provolone, & green bell peppers.*