

FUNDING REQUEST FORM

2019-2020

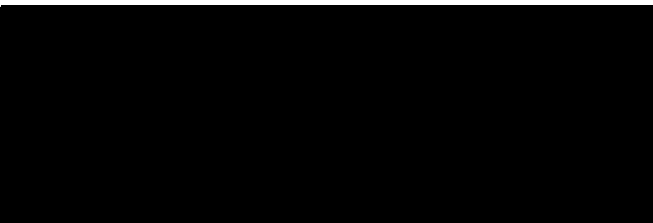
PART 1 - NOTICE & CHECKLIST

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: <u> <i>aliphew</i> </u>	CLUB/ORG: Chemistry & Biochemistry Club EVENT TITLE: Krispy Kreme Fundraiser(s) DATE(S) OF EVENT: 3/3, 3/14, 4/14 SEMESTER: SPRING EVENT LOCATION: Main walkway, outside the Annenberg <input checked="" type="checkbox"/> EXPECTED ATTENDANCE: 50 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50
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PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO BRIEFLY DESCRIBE THE EVENT: Krispy Kreme donuts and coffee, 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. A donut, a coffee, or water to keep them going for their day.
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PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Original Glaze (3 dozen)	35.97	HONORARIA / CONTRACTS	n/a	
	Assorted Varieties (3 dozen)	38.97			
MARKETING	n/a		OTHER	n/a	

PART 5 - EVENT SUMMARY

<table border="0"> <tr> <td>TOTAL COST OF THE EVENT</td> <td style="text-align: right;">74.94</td> </tr> <tr> <td>TOTAL REQUESTED FROM ASI</td> <td style="text-align: right;">74.94</td> </tr> <tr> <td>AMOUNT FROM OTHER SOURCES</td> <td style="text-align: right;">0</td> </tr> <tr> <td colspan="2">WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:</td> </tr> </table>	TOTAL COST OF THE EVENT	74.94	TOTAL REQUESTED FROM ASI	74.94	AMOUNT FROM OTHER SOURCES	0	WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		<p style="text-align: center;">OFFICE USE ONLY</p> STAFF INITIALS <u>SR</u> TIME STAMP: <div style="text-align: center; font-size: small;"> APR 11 10 44 AM '17 </div>
TOTAL COST OF THE EVENT	74.94								
TOTAL REQUESTED FROM ASI	74.94								
AMOUNT FROM OTHER SOURCES	0								
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:									





CHEMISTRY & BIOCHEMISTRY CLUB

KRISPY KREME FUNDRAISER

Help raise funds for tutoring and elementary school
outreach!

TUESDAYS • 11 AM to 1:30 PM

WEEKS 7, 10, & 13

In front of Annenberg Science Complex

Email chemcsula@gmail.com to help volunteer!



UNIVERSITY
STUDENT UNION

Event Registration

Krispy Kreme Fundraiser

Submitted By:



on 2/7/2020 12:52:41 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

Krispy Kreme 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 Krispy Kreme donuts and coffee on the main walkway in front of the Annenberg Science Complex.

Time & Location

Start Date/Time

03/24/2020 - 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.

[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

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.

e9de7eed-6e01-49be-9219-8e8d30f37d03.pdf

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

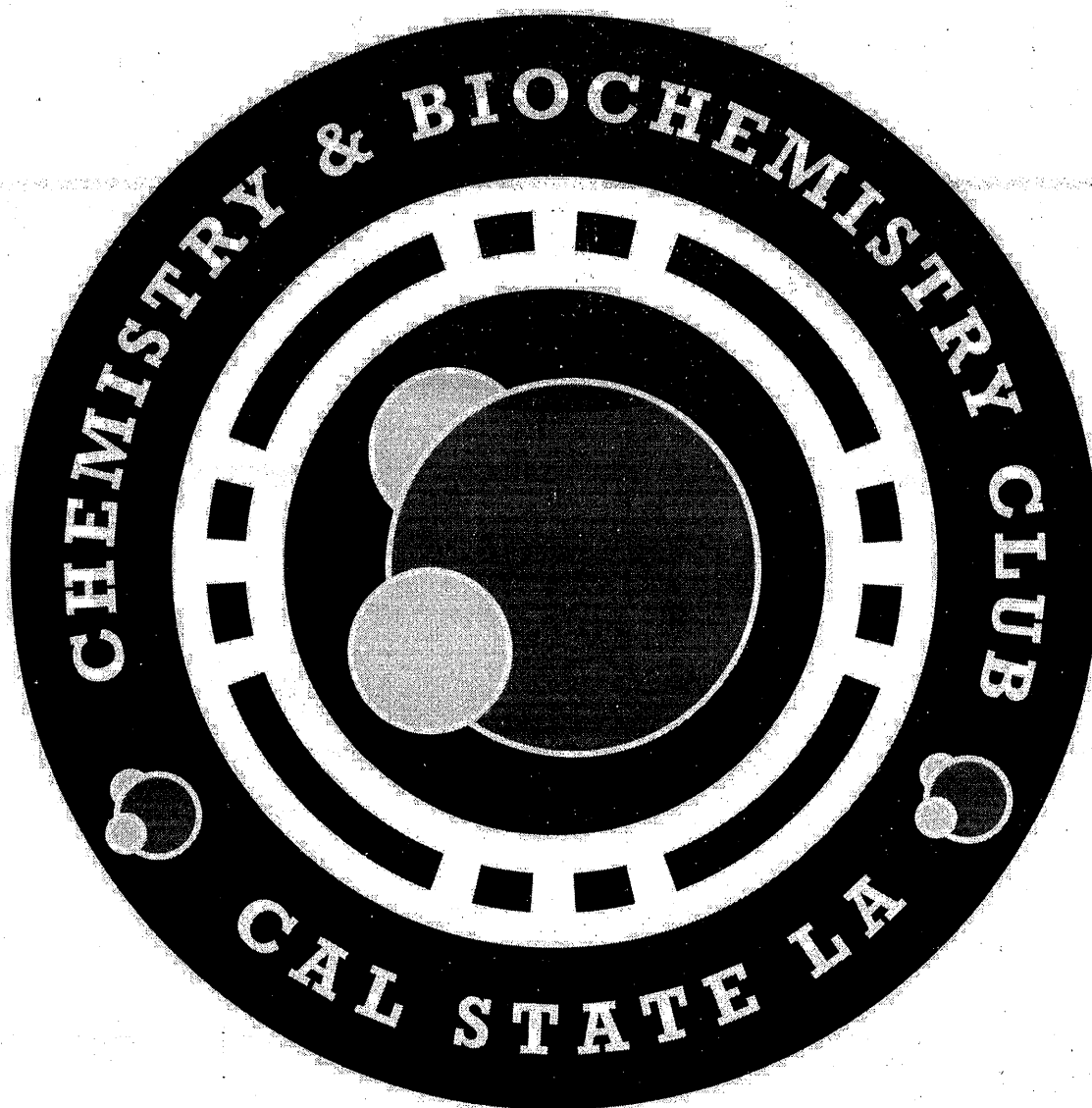
No

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.

a5fe625a-181b-4248-900b-795128a0c4a2.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 Krispy Kreme donuts (\$1.50) and coffee (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

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



UNIVERSITY
STUDENT UNION

Event Registration

Krispy Kreme Fundraiser

Submitted By [REDACTED] on 2/7/2020 12:58:40 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

Krispy Kreme Fundraiser

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Time & Location

Start Date/Time

04/14/2020 - 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)

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Contact Email

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Organization Advisor Name

Organization Advisor Email Field

Please ensure your advisor's email address is correct.

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1898e15c-a785-4ad3-a2cd-0b7e2041c54a.pdf

Who is invited to this event?

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Cal State LA Community

Will off-campus media be notified about this event?

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Tags

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Cover Image

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

Subject to verification.

University-Student Union Account

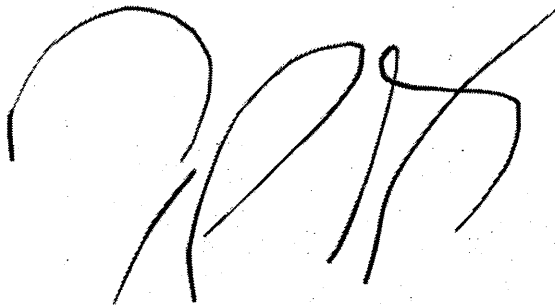
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██████████

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Signature Pad Field



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CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

20-060

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: 3/3, 3/24/ 4/14 Estimated Attendance: 100

Name of Event: CBC Fundrasier

Type of Event: Fundraiser Location: Main walkway LKH

Sponsoring Organization: The Chemistry & Biochemistry Club

Authorized Representative: [Redacted] Phone: [Redacted]

Time: _____

Access Time: 11:30 - 1:30 p.m. to _____ a.m. a.m.

Event Time: 11:30 - 1:30 p.m. to _____ a.m. a.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. _____

Krispy Kreme donuts & coffee.

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

List all beverages to be sold/served Coffee & water.

Where will beverages be prepared or purchased? Krispy Kreme & Costco. 2207 W corner Wealth Ave,

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Ice 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=skillssoftstudent&env=prod&org=calstateala>

Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
[Redacted]	<i>Cather Alarcon</i>
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

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

<i>[Signature]</i>	[Redacted]	
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event	
2. Center for Student Involvement (USU 204) (Student Organizations Only)		<i>2-03-2020</i> Date
<i>[Signature]</i>		<i>07/3/2020</i> Date
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)		
<i>[Signature]</i>	<i>20-060</i>	<i>2-6-2020</i> Date
4. Environmental Health & Safety (Corporate Yard Bldg 244)	Permit No.	

Revised 07/2019

This is to certify that



has completed the course

Food Safety and Handling

esh_sah_a05_sh_enu

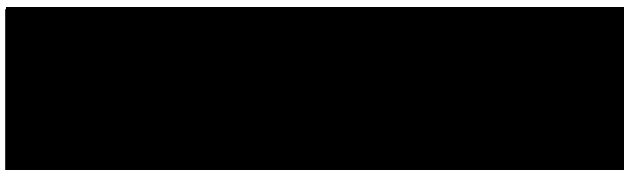
on

Sep 24, 2019

CERTIFICATE

OF COMPLETION

This is to certify that



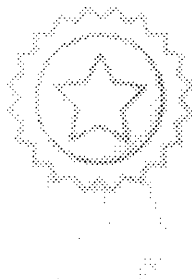
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

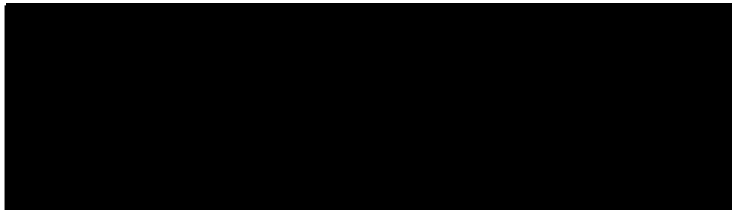
on

Sep 24, 2019



skillsoft 

This is to certify that



has completed the course

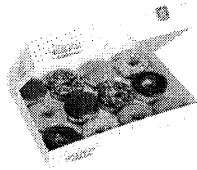
Food Safety and Handling

esh_sah_a05_sh_enus

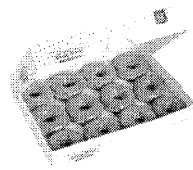
on

Oct 27, 2019

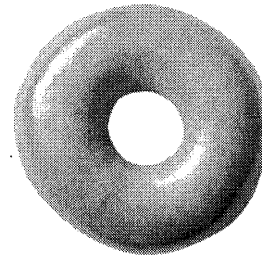
Krispy Kreme & Coffee			
Description	Quantity	Unit Price	Total Price
Original Glaze	-	1.59	-
(dozen)	3	11.99	35.97
Assorted Varieties	-	1.69	-
(dozen)	3	12.99	38.97
Total			74.94



CLASSIC ASSORTED DOZEN
\$12.99 Dozen - 190 - 400 cal each



ORIGINAL GLAZED® DOZEN
\$11.99 Dozen - 190 cal each

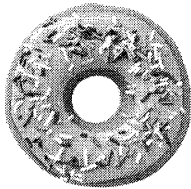


ORIGINAL GLAZED® DOUGHNUT
\$1.59 / \$11.99 Dozen - 190 cal each

1



Add

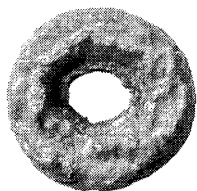


**STRAWBERRY ICED GLAZED W/
SPRINKLES**
\$1.69 - 210 cal

1



Add



GLAZED SOUR CREAM CAKE
\$1.69 - 290 cal

1

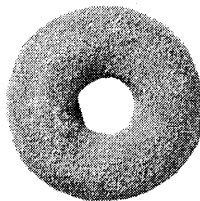


Add

1



Add



CINNAMON SUGAR
\$1.69 - 190 cal

1



Add



GLAZED CHOCOLATE CAKE
\$1.69 - 270 cal

1

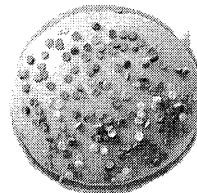


Add

1



Add

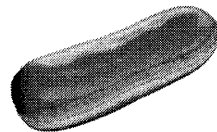


CAKE BATTER
\$1.69 - 360 cal

1



Add

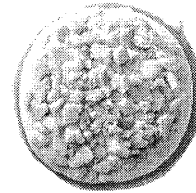


MAPLE ICED BAR
\$1.69 - 240 cal

1



Add



NEW YORK CHEESECAKE
\$1.69 - 320 cal

1



Add



CHOCOLATE ICED BAR
\$1.69 - 240 cal

1

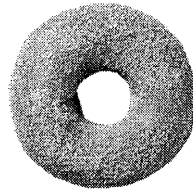


Add



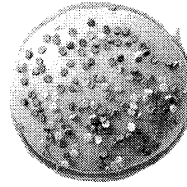
**STRAWBERRY ICED GLAZED W/
SPRINKLES**
\$1.69 - 210 cal

1



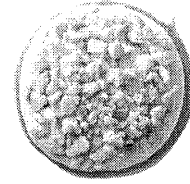
CINNAMON SUGAR
\$1.69 - 189 cal

1



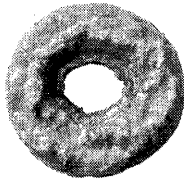
CAKE BATTER
\$1.69 - 369 cal

1



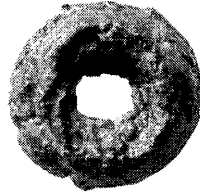
NEW YORK CHEESECAKE
\$1.69 - 320 cal

1



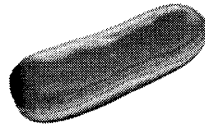
GLAZED SOUR CREAM CAKE
\$1.69 - 309 cal

1



GLAZED CHOCOLATE CAKE
\$1.69 - 279 cal

1



MAPLE ICED BAR
\$1.69 - 249 cal

1



CHOCOLATE ICED BAR
\$1.69 - 249 cal

1