

**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 OF: TITLE: ADDRESS: CITY: PHONE: SIGNATURE:	CLUB/ORG: Professionals in Human Resources Associati EVENT TITLE: Pizza Fundriaser DATE(S) OF EVENT: 03/25/2020      SEMESTER: SPRING EVENT LOCATION: King Hall EXPECTED ATTENDANCE: 0 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100
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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: PIHRA will be fundraising to raise money to purchase supplies and offer resources such as speakers, scholarship and events.	HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? Money is a large support when it comes to bringing in speakers. PIHRA wants to raise money to bring speakers and also potentially offer HR training programs to students who are interested.
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**PART 4 - COST BREAKDOWN**

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY	Pizza	119.40	HONORARIA / CONTRACTS		
	Chips	31.28			
MARKETING			OTHER		

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT      150.68 TOTAL REQUESTED FROM ASI      150.68 AMOUNT FROM OTHER SOURCES WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	<p style="text-align: center;"><b>OFFICE USE ONLY</b></p> STAFF INITIALS <i>SR</i> TIME STAMP: <div style="text-align: center; margin-top: 20px;"> </div>
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**UNIVERSITY  
STUDENT UNION**

Event Registration

## Pizza Fundraiser

Submitted By: [REDACTED] on 2/6/2020 4:07:23 PM

[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?

Professionals in Human Resources Association

### Event Name

Pizza Fundraiser

### Estimated Attendance

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

100

### About the event

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

Raise money to bring in speakers and by resource.

### Time & Location

#### Start Date/Time

03/25/2020 - 10:00 AM

#### End Date/Time

03/25/2020 - 4:30 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.  
King Hall Plaza

**Student Organization Officer and Advisor Contact Information**

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

**Contact Person**

Please provide the name of the officer submitting this form.

[Redacted]

**Officer Contact Phone Number**

[Redacted]

**Contact Email**

Provide the officer's email address.

[Redacted]

**Organization Advisor Phone Number**

[Redacted]

**Organization Advisor Name**

[Redacted]

**Organization Advisor Email Field**

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[Redacted]

**Marketing**

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU \_\_\_\_" stamp must be clearly visible on the face of the posting.

## How do you plan on marketing this event?

Printed posters/fliers

## Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.  
2ed166ae-08e7-4a7a-9547-66140b317571.pdf

## Who is invited to this event?

Cal State LA Community

General Public

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

No

Tags

FUNDRAISING

## Cover Image

Please select an image that corresponds to your event.

COME GET SOME PIZZA!

# PIZZA FUNDRAISER



WED - MAR 25  
MAIN WALKWAY  
10am - 4:30pm



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.  
Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

### Who will be providing the food?

Student Organization

### Will the event have security?

No

**Will food be served at the event?**

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.

dfd73921-8a08-467e-91b6-6d82438ad460.pdf

**Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization**

No

**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

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, positioned in the 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 recognition, events and use of facilities. More information can be found online in the Student Organization Handbook.

**Conduct:** The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the Office of the Dean of Students.

**Alcohol:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the 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

# CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

20-063

Temporary Food 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: 02/26/2020, 03/11/2020, 3/25/2020, 04/15/2020, 04/22/2020 Estimated Attendance: 100

Name of Event: Pizza Fundraiser

Type of Event: Fundraiser Location: King Hall Plaza

Sponsoring Organization: Professional in Human Resources Association

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

Time: \_\_\_\_\_  
Access Time: 9:00 a.m./p.m. to 5 a.m./p.m.  
Event Time: 10:00 a.m./p.m. to 5 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 Facility Guidelines for further instructions.) For additional address you may add a page.

Describe Other: \_\_\_\_\_

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. \_\_\_\_\_

Combo, Cheese, Pepperoni, and Bagged Chips.

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

all beverages to be sold/served Water and Soda (Coke)

all beverages be prepared or purchased? Smart 'n Final or Costco

of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: \_\_\_\_\_  
no package is unsealed; trash if it is. Food handler can't be sick at all times.

Costco: 2207 W Commonwealth Ave, Alhambra, CA 91803  
Smart and Final: 2211 Daly St, Lincoln Heights, CA 90031



**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.

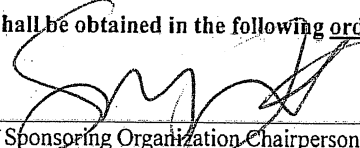
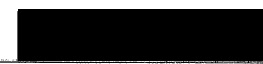
**Student Organizations / Colleges**

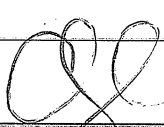
For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

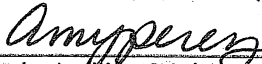
Link for Food Handler's Training: <https://ds.calstate.edu/svc=skillsoftstudent&env=prod&org=calstatela>. Certificate Expires one year from the initial completion date.


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

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 11/31/2020

2. Center for Student Involvement (USU 204) (Student Organizations Only)  Date 2/4/2020

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)  Date 2-6-2020

4. Environmental Health & Safety (Corporate Yard Bldg. 244)  Permit No. 20-063 Date 2-6-2020

# CERTIFICATE

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OF COMPLETION

**This is to certify that**



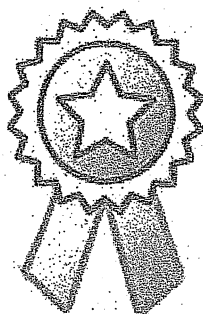
**has completed the course**

**Food Safety and Handling**

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

**on**

**Aug 19, 2019**



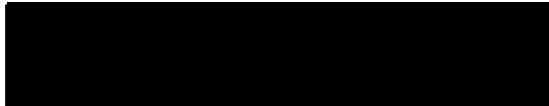
**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



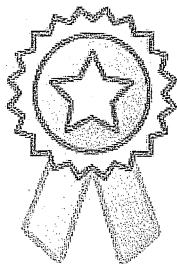
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Oct 13, 2019**



**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



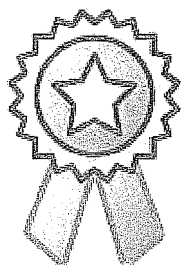
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Oct 13, 2019**



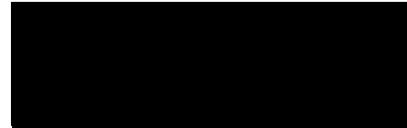
**skillsoft** 

# CERTIFICATE

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OF COMPLETION

This is to certify that



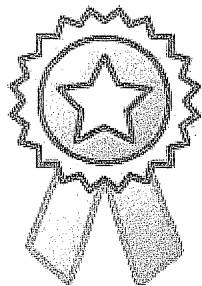
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Oct 13, 2019**

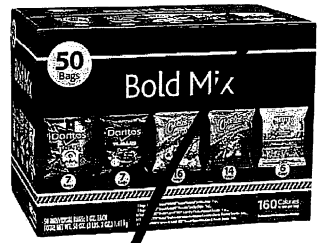


**skillsoft** 

-	1	+
Add		

-	1	+
Add		

-	1	+
Add		



\$13.99  
Frito-Lay Select Mix, Variety, 28 ct  
Item 615376

Compare Product

-	1	+
Add		

\$14.99  
Frito-Lay Flamin' Hot, Variety, 30 ct  
Item 795432

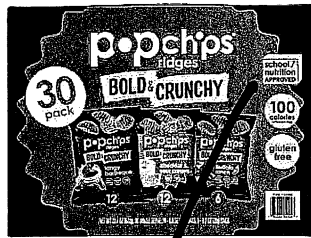
Compare Product

-	1	+
Add		

\$16.39  
Frito-Lay Bold Mix, Variety, 1 oz, 50 ct  
Item 839730

Compare Product

-	1	+
Add		



\$15.99  
Frito-Lay Classic Mix, Variety, 1 oz, 54 ct  
Item 910362

Compare Product

-	1	+
Add		

\$15.09  
Popchips Potato Ridges, Variety, 0.8 oz, 30 ct  
Item 1177035

Compare Product

-	1	+
Add		

\$16.29  
Frito Lay Fun Flavor Mix, Variety, 54 ct  
Item 1219261

Compare Product

-	1	+
Add		



# PIZZA

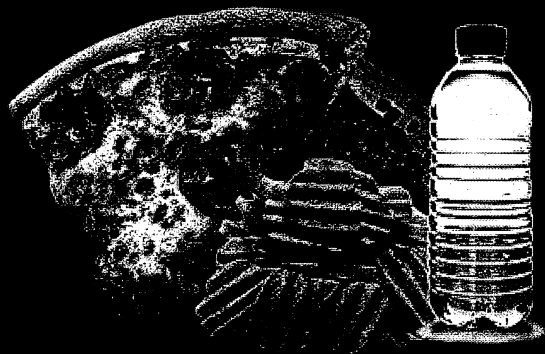
COMBO, CHEESE OR PEPPERONI

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<b>SLICE</b>	<b>18" WHOLE</b>
<b>1.99</b>	<b>9.95</b>

COME GET SOME PIZZA!

# PIZZA FUNDRAISER



WED - APR 15  
MAIN WALKWAY  
10am - 4:30pm

**ASU**

**ASSOCIATED STUDENTS, INC.**

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