

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: *Hayme Suleh*

CLUB/ORG: Student dietetic association
 EVENT TITLE: Healthy stack stand
 DATE(S) OF EVENT: 2/27, 3/3 & 3/18 SEMESTER: Spring
 EVENT LOCATION: Library north #2
 EXPECTED ATTENDANCE: 3-4 members
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 100

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

Our organization will be selling healthy snacks at a low price to all Cal State LA students.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

By fundrasing healthy snacks, SDA is providing affordable prices and snacks alternative for students, faucly amd staff of CSULA.

PART 4 - COST BREAKDOWN

DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
HOSPITALITY All expenses (hospitality and other) (attached spreadsheet included)	\$213.54	HONORARIA / CONTRACTS	
MARKETING		OTHER	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT
 TOTAL REQUESTED FROM ASI \$213.54
 AMOUNT FROM OTHER SOURCES \$0.00
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

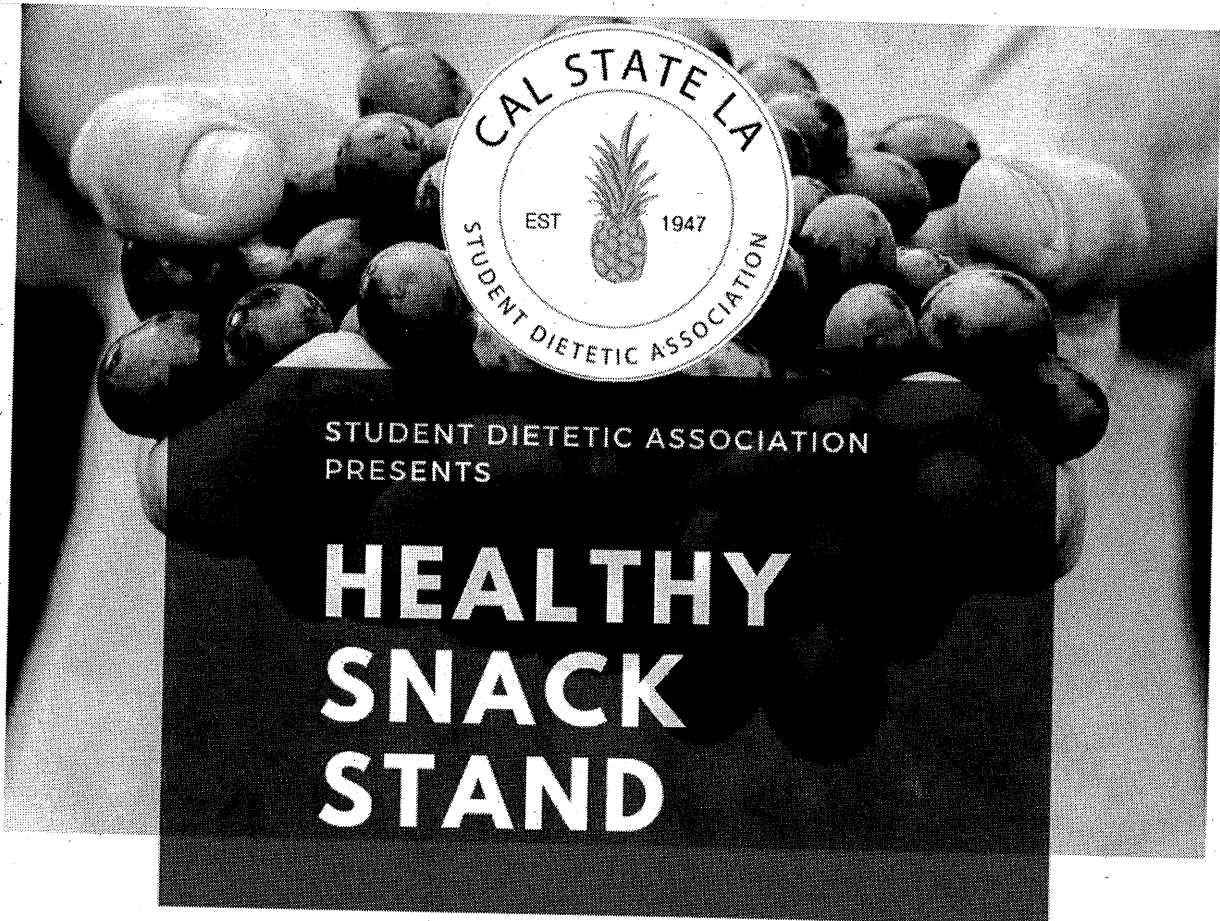
OFFICE USE ONLY

STAFF INITIALS *SK*

TIME STAMP:

FEB 8 12:22 PM





DATES*:
2/13, 2/27, 3/3, & 3/18
TIME*: 11:00- 1:30

Are you passionate about nutrition education?
Do you want to become involved in nutrition advocacy on CSULA campus?
Looking for leadership opportunities to build your resume??

Volunteer with the SDA this semester at one or ALL of the HSS events!

csula.studentdieteticassoc@gmail.com

*Time & dates are subject to change



Event Details

Event Category

Please select one of the categories above that best describes your event. Note: organization meetings do not need to be registered.

Hospitality		Honoraria/Contracts		Marketing		Other	
Description	Amount	Description	Amount	Description	Amount	Description	Amount
Daily Fresh Healthy Mix Original (24 ct)	\$19.94						
Daily Fresh Healthy Mix Antioxidant (24 ct)	\$19.94					Ziploc Snack Bags	\$7.37
Lilly's Hummus (16 ct)	\$19.99						
La Croix (24-count)	\$9.49						
M&M's Milk Chocolate (24 ct)	\$3.59						
Snyder's of Hanover Pretzels	\$6.53						
365 Everyday Value, Mango Slices, Freeze Dried	\$3.99						
365 Everyday Value, Organic Turkish Apricots	\$4.99						
Off The Eaten Path Mosaic Veggie Crisps (16 Count)	\$17.99						
MadeGood Granola Minis (20 ct)	\$17.99						
Bare Natural Apple Chips (24 count)	\$25.68						
Sea Salt Popcorn (12 ct)	\$12.85						
KIND bars	\$12.99						
Pure Organic layered fruit bars (24 ct)	\$12.39						
Grapes - Red - Seedless (2 Pounds)	\$1.99						
Apples (4)	\$2.36						
Cuties (1)	\$5.99						
Bananas (5)	\$1.50						
Carrot & Celery Stick Box (2)	\$5.98						
Total:	\$213.54		\$95.83				



Event Registration

Health Snack Stand

Submitted By



on 1/30/2020 6:29:08 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?

Student Dietetic Association

Event Name

Health Snack Stand

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.

Our organization will be selling heathy snacks at a reduces/affordable price to all the students of Cal States LA.

Time & Location

Start Date/Time

02/27/2020 - 11:00 AM

End Date/Time

02/27/2020 - 1:30 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.
Library North #2

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

[Redacted] name of the officer submitting this form.

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

[Redacted] accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

Marketing

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

How do you plan on marketing this event?

Printed posters/fliers

Social Media

Social Media Site

Instagram

Social Media Handle

csula_sda

Printed Media Upload*

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

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Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

FOOD

FUNDRAISING

HEALTH & WELLNESS

Cover Image

Please select an image that corresponds to your event.

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.

[8fc4b31d-aebe-478e-a9a5-6b0216e0b62f.jpeg](#)

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

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?

We will be selling heathy snacks at a reduces/affordable price at \$0.50-\$0.75 per item. Trail mix- \$2.00, chocolate-\$0.25, Kind bar-\$1.00, apple-\$0.50, banana-\$0.50, veggies-\$0.50, popcorn-\$0.75

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, appearing to be the initials 'LW' or similar, enclosed within a roughly drawn rectangular border.

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: Feb 13th, Feb 27th, Mar 3rd, Mar 18th, 2020 Estimated Attendance: 100

Name of Event: Healthy Snack Stand

Type of Event: Benefits to Proceed Location: Library North #2

Sponsoring Organization: Student Dietetic Association (SDA)

Authorized Representative: [Redacted] Ph: [Redacted] Fax: [Redacted]

Time: Ralph: 1745 Garfield Ave

Access Time: 10:30 a.m./p.m. to 2:00 a.m./p.m. South Pasadena, CA 91030

Event Time: 11:00 a.m./p.m. to 1:30 a.m./p.m. Costco: 2207 W. Commonwealth
Alhambra, CA 91803 (95)

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. nuts, fruits, hummas, chocolate(m&m), fruit chews, baked fruits, chips, granola bars(Rx&Kind), air-popped popcorn, mini pretezzels, veggies,

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Purchased at Ralphs, Costco, and online through Amazon.

List all beverages to be sold/served _____

Where will beverages be prepared or purchased? _____

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: All produce and hummas will be purchased and kept in the refrigerator up to 3-4 days prior to event. On the day of event, food items will be kept cool in an ice box.

online food handler training prior to sell / offer food, agrees to read, understand, and comply with the Cal State LA Temporary Food Facility Guidelines governing food sales or service. Failure to comply with the rules may result in the loss of food and/or beverage selling/serving privileges and possibly disciplinary action.


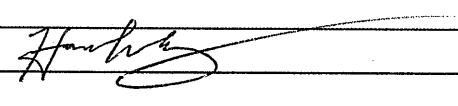
Insurance: (Student Organizations Only) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

No liability will be assumed by California State University, Los Angeles, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community. This permit should be submitted at least 10 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.




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

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

Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
[Redacted]	
	
	P.V.

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

	[Redacted]
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
2. Center for Student Involvement (USU 204) (Student Organizations Only)	1-28-2020 Date
	1/29/2020 Date
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	
	20-043 Permit No. 1/31/20 Date

Revised 07/2019

Print

CERTIFICATE

OF COMPLETION

This is to certify that



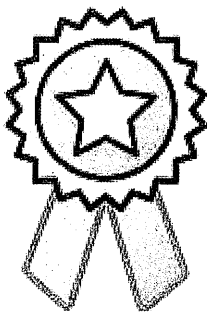
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Sep 8, 2019



skillsoft 

Print

CERTIFICATE

OF COMPLETION

This is to certify that



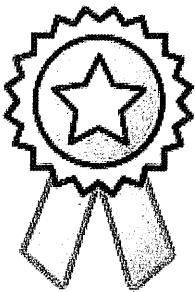
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Oct 9, 2019



skillsoft 

1/22/2020

Certificate of Completion

CERTIFICATE

OF COMPLETION

This is to certify that



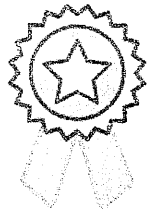
has completed the course

Food Safety and Handling

esh_sah_a05_sh_enus

on

Jan 22, 2020



skillsoft 

Healthy Snack Stand Food Items - Spring 2020

Hospitality		Honoraria/Contracts		Marketing		Other	
Description	Amount	Description	Amount	Description	Amount	Description	Amount
Daily Fresh Healthy Mix Original (24 ct)	\$19.94					Ziploc Snack Bags	\$3.18
Daily Fresh Healthy Mix Antioxidant (24 ct)	\$19.94						
Lilly's Hummus (16 ct)	\$19.99						
La Croix (24-count)	\$9.49						
M&M's Milk Chocolate	\$3.48						
Snyder's of Hanover Pretzels	\$6.53						
365 Everyday Value, Mango Slices, Freeze Dried	\$3.99						
365 Everyday Value, Organic Turkish Apricots	\$4.99						
Off The Eaten Path Mosaic Veggie Crisps (16 Count)	\$17.99						
MadeGood Granola Minis (20 ct)	\$17.99						
Bare Natural Apple Chips (24 count)	\$25.68						
Skinny Pop Popcorn (28 count)	\$14.49						
KIND bars	\$12.99						
Pure Organic layered fruit bars (24 ct)	\$12.39						
Grapes - Red - Seedless (2 Pounds)	\$1.99						
Apples (4)	\$2.36						
Cuties (1)	\$5.99						
Bananas (5)	\$1.50						
Carrot & Celery Stick Box (2)	\$5.98						
	Total:		\$210.88		\$91.53		

Daily Fresh Healthy Mix Original (24 ct) \$19.94

<https://www.amazon.com/Daily-Fresh-Healthy-Original-Count/dp/B07CZ83J92>

Ziploc Snack Bags \$7.37

https://www.amazon.com/gp/product/B00VUQPQOS/ref=pd_alm_asbs_1_6_fs_dsk_dp_ry_img_sims?fpw=alm&almBrandId=QW1hem9uIEZyZXNo&pd_rd_r=453ab44c-511a-4a4d-a33a-10da17257972&pd_rd_w=kadlg&pd_rd_wg=VMF1s&pd_rd_i=B00VUQPQOS

Daily Fresh Healthy Mix Antioxidant (24 ct) \$19.94

https://www.amazon.com/Daily-Fresh-Healthy-Antioxidant-Count/dp/B07CZ837VB/ref=sr_1_1?keywords=Daily+Fresh+Healthy+Mix+Antioxidant+%2824+ct%29&qid=1581394777&s=grocery&sr=1-1

Lilly's Hummus (16 ct) \$19.99

<https://www.amazon.com/Lillys-Hummus-Hand-Made-Classic-Chickpeas/dp/B077G5Q1J7>

La Croix (24-count) \$9.49

<https://www.costco.com/la-croix%2C-variety-pack%2C-12-fl-oz%2C-24-count.product.100381464.html>

M&M's Milk Chocolate \$3.48

https://www.amazon.com/gp/product/B01DMVSPRI/ref=ox_sc_act_title_1?smid=A3PCQHLNR18K1C&almBrandId=QW1hem9uIEZyZXNo&psc=1&fpw=alm

Snyder's of Hanover Pretzels \$6.53

https://www.amazon.com/Snyders-Hanover-Pretzels-Pretzel-Calorie/dp/B00JSCF092/ref=sr_1_1?almBrandId=QW1hem9uIEZyZXNo&fpw=alm&keywords=Snyder%27s+of+Hanover+Pretzels&qid=1581395268&s=amazonfresh&sr=1-1

Healthy Snack Stand Food Items - Spring 2020

365 Everyday Value, Mango Slices, Freeze Dried \$3.99

<https://www.amazon.com/365-Everyday-Value-Freeze-Slices/dp/B074MGP5SH>

365 Everyday Value, Organic Turkish Apricots \$4.99

<https://www.amazon.com/365-Everyday-Value-Organic-Apricots/dp/B074HC7LF8>

Off The Eaten Path Mosaic Veggie Crisps (16 Count) \$17.99

<https://www.amazon.com/Off-Eaten-Path-Veggie-Crisps/dp/B06WWKK395>

MadeGood Granola Minis (20 ct) \$17.99

<https://www.costco.com/made-good-granola-minis%2C-variety-pack%2C-20-count.product.100434921.html>

Bare Natural Apple Chips (24 count) \$25.68

<https://www.amazon.com/Bare-Baked-Crunchy-Variety-Gluten/dp/B00ER4FPX2>

Skinny Pop Popcorn, 0.65 oz, 28-count \$14.49

<https://www.costco.com/skinny-pop-popcorn%2c-0.65-oz%2c-28-count.product.100381415.html>

KIND bars \$12.99

<https://www.amazon.com/KIND-Pomegranate-Blueberry-Pistachio-Antioxidants/dp/B003TN8JGC>

Pure Organic layered fruit bars (24 ct) \$12.39

<https://www.costco.com/pure-organic-layered-fruit-bars%2C-variety-pack%2C-0.63-oz%2C-24-count.product.100405492.html>

Grapes - Red - Seedless (2 Pounds) \$1.99

<https://www.ralphs.com/p/grapes-red-seedless-sold-by-the-bag-estimated-bag-weight-2-pounds/000000004023>

Apples (4) \$2.36

<https://www.ralphs.com/p/apple-honeycrisp/000000003283>

Cuties (1) \$5.99

<https://www.ralphs.com/p/clementines-mandarins/0003338314606>

Bananas (5) \$1.50

<https://www.ralphs.com/p/organic-banana/0000000094011>

Carrot & Celery Stick Box (2) \$5.98

<https://www.ralphs.com/p/carrot-celery-sticks/0082676614059>

Healthy Snack Stand Food Items - Spring 2020

Total: \$210.88