A S S O C I A T E D	STUDENTS, INC.
FUNDING RE	QUEST FORM 2019-202
PART 1 - NOTI	CE & CHECKLIST
2. Funding request forms must be turned in	itted by 12 PM Friday, the week before the Funding Sub-Committee Meetings. no less than 10 business days (2 weeks) prior to the event. chase Order (RPP) is 15 days after the event.
EVENT FLYER WITH ASI LOGO	ESTIMATES/FOOD PERMITS EVENT ESTIMATES / INVOICES
PART 2 - CONTAC	T & ORGANIZATION
OFFIC TITLE: ADDRI	CLUB/ORG: Student Dietetic Association (SDA) EVENT TITLE: National Nutrition Month DATE(S) OF EVENT: Mar 23, 2020 SEMESTER: SPRING
CITY: PHON SIGNATURE: D	EVENT LOCATION: Library North 6 EXPECTED ATTENDANCE: 6 members
	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 150
IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? Vers No BRIEFLY DESCRIBE THE EVENT: Our organization will be hosting the National Nutrition Month, inviting all of CSULA to come learn about nutrition and wellness. We will have a few tables set up for students to listen to our messages PART 4 - COS DESCRIPTION: AMOUNT: All expenses (see attached spreadsheet) 377.79	HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? Our goal is to promote nutrition and wellness within our community. By hosting information and activities tables, SDA will share great with students, faculty, and staff of CSULA on how how to make good food choices, better eating habits, and add physical exercises. ST BREAKDOWN AMOUNT:
DESCRIPTION: AMOUNT:	Bescription: Amount: Bescription: Amount:
PART 5 - EVENT SUMMARY	
TOTAL COST OF THE EVENT377.79TOTAL REQUESTED FROM ASI377.79AMOUNT FROM OTHER SOURCES0WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:	OFFICE USE ONLY STAFF INITIALS SR TIME STAMP:
FOR THE STUDENTS, BY THE STUDENTS	REV 9/18/19



MY FIESTA SUPPLIES

State of California Small Business Certification Number # 2012500

Quote

	1305 CRYSTAL STREET LOS ANGELES, CA 90031		Invoice No: Date: Terms:	4623 3/5/2020 Net 00	
	323-221-3755 323-217-4035 myfiestasupplies@sbcglobal.net www.myfiestasupplies.com		Order No:		
	Bill To:	Ship To:			
	California State University, Los Angeles Event Coordinator for Student Dietetic Association	Student Dietetic A	Association Executiv	ve Board 2018	8-2019
Ship Date 3/23/2020	Delivery Time	Event Tin	ne		
Color Sc	heme				
Theme 'N	the library north main walkway				
Code Do	escription		Qty/Hours	Rate	Amount
<u>(</u> 1	han quat tablag		5.00	\$6.00	\$30.00

5.00	\$6.00	<u> </u>
	φ0.00	\$30.00
10.00	\$0.80	\$8.00
1.00	\$50.00	\$50.00
1.00	\$0.00	\$0.00
_	1.00	1.00 \$50.00

* Indicates non-taxable item

	Subtotal	\$88.00
	Tax (9.50%)	\$8.36
I	Delivery/Pick up	25.00
	Total	\$121.36
	Deposit	\$0.00
	Balance Due	\$121.36



Event Registration

National Nutrition Month

Revised By:

(APPROVED) 11:45:34 AM - Version 2

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

National Nutrition Month

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.

150

About the event

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

National Nutrition Month takes place on March and it is an annual campaign created by the Academy of Nutrition and Dietetics. During month, we invites all students of Cal State University of Los Angeles to join us to learn about the important of making great food choices, develop good eating habit, and incorporate physical activities in their daily life. We will have different booths set up for students to stop by to listen to our messages. Our organization goal is to promote nutrition and wellness within our community. Additionally, we will be holding a free raffle to encourage everyone to come and listen to our messages. All they will have to do is go around to at least 4 of our information tables to receive stamps on the raffle cards to enter.

Time & Location

Start Date/Time 03/23/2020 - 10:30 AM

End Date/Time

03/23/2020 - 1:00 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 #6

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 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 Email

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. 37e3498c-9b8c-45cd-a5a8-aef3e8da8790.png

Who is invited to this event?

Student organization members

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

FOOD HE

HEALTH & WELLNESS

Cover Image

Please select an image that corresponds to your event.

EAT RIGHT





National Nutrition Month® March 2020

right. Academy of Nutrition

THE SDA WILL BE HOSTING NNM ON MARCH 23, 2020

We are looking for passionate nutrition students to manage a booth in support of NNM.

You will be asked to create a poster or set up related to nutrition and interact with other students. This opportunity will allow you to provide nutrition education to CSULA students! This is the perfect leadership opportunity for you to put on your resume!

PLEASE SIGN UP THROUGH THE EMAIL LINK OR REACH OUT TO US ON INSTAGRAM «CSULA_SDA

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. Educational Workshop/Program

Planned Activities

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

Will the event have security?

Will food be served at the event?

No

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



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 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

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
- Filming Request Application

	Item	Quantity	Amount (\$)	Total Amount (\$)		Notes:
Set-up						
	6' tables	5		\$30.00		
	chairs	10		\$8.00		
	canopies	1		\$50.00		
	parking pass	1		\$8.00		
	tax	1		\$8.36		
	Delivery/Pick up	1		\$25.00		Set-up from MyFiestaSuppli
	Tri-fold Poster Board	6		\$22.12		From Target
				Total Set-up:	\$151.48	
Gift Basl	kets					
	Baskets	2	tax	\$8.74		Michaels
	Gift cards (trader joe's)	2		\$30		Trader Joe's
	Target mugs	2	\$5.99+ \$1.14 tax	\$13.12		Target
	Tea bags	1	shipping	\$36.94		https://www.theteaspot.com
	5pcs measuring cups	2	\$5.94	\$11.88		Amazon
				Total Gift Baskets:	\$100.68	
Small Gi	fts					
	Fruit Infuser Water Bottle	1	\$13.99	\$13.99		Amazon
	Tote bags/reuseable shopping bags	1	\$16	\$16.00		Amazon
				Total Small Gifts:	\$29.99	
Printing-	Related Expenses					
	Flyers	30	\$0.58	\$17.40		Staples
				Total Print-Related Expenses:	\$17.40	
				Grand Total:	\$299.55	

Baskets: \$2.99 x 2 = \$5.98

https://www.michaels.com/small-khaki-storage-basket-by-ashland/10464998.html?cm_ mmc=PLASearch-_-google-_-MICH_Shopping_US_N_AllProducts_N_N_N_N_--Storag e&Kenshoo_ida=&kpid=go_cmp-1545032874_adg-60529718124_ad-293389188136_pl a-296941349660_dev-c_ext-_prd-10464998&gclid=EAIaIQobChMI2_jK6Z_z5wIVxkXV Ch38_gDsEAkYBCABEgJtVfD_BwE

Gift cards: \$15 x 2 = \$30

Target Mugs: \$5.99 x 2 = \$11.98 + \$1.14 tax = 13.12 <u>https://www.target.com/p/26oz-stoneware-the-snuggle-is-real-mug-beige-threshold-848</u> 2/-/A-53979614

Tea bags: \$32.95

https://www.theteaspot.com/products/herbal-tea-sampler

5 pcs measuring cups: \$5.94 x 2 = \$11.88 + \$1.18 tax= \$13.06 <u>https://www.amazon.com/Trudeau-5-Piece-Measuring-Cup-Set/dp/B000RT85JW/ref=sr</u> <u>1_5?crid=21L5AW2NDWU5B&keywords=5%2Bpiece%2Bmeasuring%2Bcup%2Bset&</u>

qid=1582857041&s=home-garden&sprefix=5%2Bpiece%2Bmeat%2Cgarden%2C185& sr=1-5&th=1

Fruit infuser water bottle: \$13.99

https://www.amazon.com/Infuser-Bottle-Anti-slip-Recipes-Cleaning/dp/B01MZADUO9/r ef=sr_1_3?ie=UTF8&qid=1548694825&sr=8-3&keywords=fruit+infuser+water+bottle

Tote bags/reusable shopping bag: \$15.88

https://www.amazon.com/YUYIKES-Reusable-Grocery-Shopping-Convenient/dp/B073R 8PJR3/ref=sr_1_6?ie=UTF8&qid=1548694661&sr=8-6&keywords=cute+reusable+groc ery+bags

Tri-fold Poster Board: \$3.29 x 6=\$19.74 + tax&fee(\$2.88)= \$22.62 <u>https://www.target.com/p/elmers-trifold-corrugate-project-display-board-28x40/-/A-1505</u> 8100

Printing expense: \$17.40

roducts	Quantity	Unit Price	Total	Total:	\$17.40
NNM flyers	30	\$0.58	\$17.40	Total.	Q17.40
Item Name: Color	Remove	Remove		The total above does not include applicable taxe and shipping charges.	

Set-up cost: \$121.36 (see attachment of quote)

Grand total: \$299.55