

FUNDING REQUEST FORM

2021-2022

PART 1 - NOTICE & CHECKLIST**IMPORTANT**

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

CSI EVENT REGISTRATION FORM

EVENT ESTIMATES / INVOICES (NOT PAID)

EVENT FLYER WITH ASI LOGO

REQUIRED SUPPORTING MATERIAL
BASED ON PURCHASES/EVENT**PART 2 - CONTACT & ORGANIZATION**

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

DocuSigned by:

SIGNATURE:

Melina Mim
12C37BEE0ED241E

CLUB/ORG:

EVENT TITLE:

DATE(S) OF EVENT:

SEMESTER:

EVENT LOCATION:

TOTAL ATTENDANCE:

EXPECTED CAL STATE LA STUDENTS ATTENDANCE:

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

TOTAL REQUESTED FROM ASI

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



DIVISION OF STUDENT LIFE

Event Registration

Introduction to Board

Revised By: [REDACTED] 10:26:48 AM - Version 2

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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?

Muslim Student Association

Event Name

Introduction to Board

Estimated Attendance

Please describe the estimated attendance of participants for this event.

40

About the event

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

it's a picnic-style event to introduce to our board, have good food, and games, create brotherhood and sisterhood, and more!

Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

Start Date/Time

03/03/2023 - 2:00 PM

End Date/Time

What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

RSVP Link

Requires http:// or https://

<https://forms.gle/SmzsRdBsZrc2B9Qo8>

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

Other (please describe exact location in the next question)

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

we will meet near the la kretz building's grass area

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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

calstatelamsa

Marketing Media Upload*

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

[fa49ee12-418b-444c-8f45-6045c66d4d54.png](#)

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

COMMUNITY BUILDING AND CELEBRATION

FREE FOOD

OUTDOOR

RECREATION

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, for Fall 2022 organization meetings and tabling must also be registered.
Recreational 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?

No

Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.
Yes

Who will be providing the food?

Student Organization

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 and to the required experience.

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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

No

Acknowledgment

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/ or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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



Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

2022- 2023 Event Registration Procedures

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](#).

In compliance with [University](#) guidelines, Cal State LA student organization events and meetings for Fall and Spring Semesters 2022-2023 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conference, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2022-2023 Academic Year to be reviewed for Fall 2023. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

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](#).

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.

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2022 and are provided for reference:

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

uploading your file or choosing from our design templates. Our poster prints are available in five sizes: 16" x 20", 18"x 24", 22" x 28", 24" x 36", 36" x 48," as well as a variety of laminating and mounting options.

Make your selections

or use design templates
powered by



PAPER TYPE

Matte Paper



ORIENTATION

Vertical



SIZE

24x36



QUANTITY

—

1

+

Printing cost:

\$34.50

1 for \$34.50

Unit cost: \$34.50

[Feedback](#)

Deliver to [Redacted] - Los Angeles 90037

PAODEY

Save 31%

Shop now

12000 Pcs Clay Beads for Bracelet...

Sponsored

[Visit the Redtwo Store](#)

★★★★★ 2,488

Redtwo 7200 Pcs Clay Beads Bracelet Making Kit, Preppy Flat Polymer Heishi Beads Jewelry Making Kits for Girls 8-12 with Charms and Elastic Strings, Crafts Gifts Set for Girls(2 Boxes)

Amazon's **Choice** for "bracelet making"**-25%** \$14⁹⁹

Was: \$19.99 ⓘ

✓prime Same-Day



The Lovers Journal - Journal for Couples with Prompts, Fun Reflective Questions, Monthl...

[Shop now](#)

Sponsored

Ibn Nasreddine

Ramadan Daily Planner: Practical Guide To Monitoring Ramadan Goals | Planner And Organizer Goals During This Holy Month, Ramadan Journal with PRAYER, ... AND DHIKR | For Muslim Adults And Children



Paperback

\$3.99 (Earn 8 pts)

✓prime

\$3⁹⁹



Search Menu



Feed A Crowd



FEED A CROWD



HOT BOX - TENDERS

10 Tenders. Choice of Two Heat Levels
(5/Heat Level)



\$40.00



Feed A Crowd



\$40.00



HOT BOX - SLIDERS

10 Sliders. Choice of Two Heat Levels
(5/Heat Level)

\$60.00





CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

RMEHS Office Use Only

PERMIT #: 23-044

Temporary Food Permit Request Application (Student Organizations)

All Cal State LA students, faculty, staff, and affiliates must obtain a Temporary Food Permit whenever food or beverages are distributed or sold to the public on campus. We regulate the food or beverages given out or sold at community events on campus to protect health, prevent disease, and promote healthy practices among the public.

Please submit your Temporary Food Permit Request Application as soon as possible or at a **minimum of 14 days** prior to event date to allow adequate time for processing.

Note: This application is valid only for events at Cal State LA where food will be sold or given away to the general public.

Event Information:

Name of Student Organization: muslim student association

Event Name/Title: introduction to board

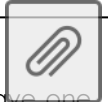
Event Location: grass area near la kretz

Event Start Date: 03/03/2023 Event End Date: 03/03/2023 Hours of Operation: 2-5pm

Contact Name: [REDACTED] Email: [REDACTED] Phone: [REDACTED]

Food Handler(s) Information:

Food Safety and Handling Training



Please attach a copy of all current Food Handler Certificate(s) with this application. If you do not already have one, please complete the Food Safety and Handling training and attach the certificate. For additional food handler names, you may add them on a separate page and include it as an attachment.

Note: At a minimum, two (2) persons with a current Food Handler Certification is required to be present at your event **at all times**. You are required to retain a physical copy of your Food Handler Certificate while operating your event.

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Name of Certified Food Handler: [REDACTED] Email: [REDACTED]

Food Type/Source Information: ☐ Snack Sale ☐ Food Sale ☒ Catering ☐ Other: _____

List exact food/beverage(s) that will be sold/served, including ingredients: Fries, tenders with different spice levels, bun, slaw, Dave's

Will alcohol be served/sold? ☐ Yes ☒ No **Note:** If alcohol is being served/sold a permit must be on file and shown upon request.

How will the food be protected or stored at proper temperatures? The food will be picked up 30 minutes prior to the event and will be

Provide the name(s) & address where food/ingredients will be purchased (e.g. Restaurant / Caterer / Store / Market).

Dave's Hot Chicken & 3462 Wilshire Blvd, Los Angeles, CA 90010

For more locations, add them on a page as and attach it.



CAL STATE LA

RISK MANAGEMENT / ENVIRONMENTAL, HEALTH & SAFETY

Catering/Vendor Information:

If you intend to use a licensed vendor to provide food at this event, please attach the following documents:





- ☒ County of Los Angeles Public Health Permit
- ☒ Business License
- ☒ Sellers Permit
- ☒ Certificate of Liability Insurance



Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete the online Food Safety and Handling Training prior to selling/offering food, and agree 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 (for 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 – EH&S for more information.

No liability will be assumed by Cal State LA, University-Student Union, or University Auxiliary Services for any food or beverage the sponsoring organization provides to the campus community.

<div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> 1. Name of Student Organization Requestor	DocuSigned by:  <small>91207AF2CE69403...</small> Signature	2/13/2023 18:14 PM PST DATE
Fabiola Avina 2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	 <small>32EC4E299231466...</small> Signature	2/15/2023 09:57 AM PST DATE
Daniel Keenan 3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	 <small>B1E254E8A2F14B1...</small> Signature	2/15/2023 13:57 PM PST DATE
Fernando Benitez 4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	 <small>9A29B6B5F1134F3...</small> Signature	2/17/2023 10:23 AM PST DATE

CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

Food Safety and Handling

ehs_hsf_d79_sh_enus

on

Nov 2, 2022

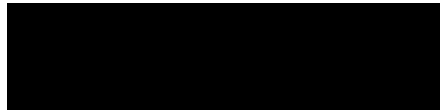


skillsoft 

CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

Food Safety and Handling

ehs_hsf_d79_sh_enus

on

Nov 2, 2022



skillsoft 

CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION

SELLER'S PERMIT

January 2, 2020

ACCOUNT NUMBER

258175104 - 00001

DAVE'S HOT CHICKEN
 DHC KTOWN LLC
 3462 WILSHIRE BLVD
 LOS ANGELES CA 90010-2237



Office of Control:
 Cerritos Office

NOTICE TO PERMITTEE:
 You are required to obey all
 Federal and State laws that
 regulate or control your
 business. This permit does
 not allow you to do
 otherwise.

IS HEREBY AUTHORIZED PURSUANT TO SALES AND USE TAX LAW TO ENGAGE IN THE BUSINESS OF SELLING TANGIBLE
 PERSONAL PROPERTY AT THE ABOVE LOCATION. THIS PERMIT IS VALID ONLY AT THE ABOVE ADDRESS.

THIS PERMIT IS VALID UNTIL REVOKED OR CANCELED AND IS NOT TRANSFERABLE. IF YOU SELL YOUR BUSINESS OR DROP OUT
 OF A PARTNERSHIP, NOTIFY US OR YOU COULD BE RESPONSIBLE FOR SALES AND USE TAXES OWED BY THE NEW OPERATOR
 OF THE BUSINESS.

Not valid at any other address

**For general tax questions, please call our Customer Service Center at 1-800-400-7115 (TTY:711).
 For information on your rights, contact the Taxpayers' Rights Advocate Office at 1-888-324-2798 or 1-916-324-2798.**

CDTFA-442-R REV. 18 (5-18)

A MESSAGE TO OUR NEW PERMIT HOLDER

**As a seller, you have rights and responsibilities under the Sales and Use Tax Law. In order to assist you in your endeavor
 and to better understand the law, we offer the following sources of help:**

- Visiting our website at www.cdtfa.ca.gov
- Visiting an office
- Attending a Basic Sales and Use Tax Law class offered at one of our offices
- Sending your questions in writing to any one of our offices
- Calling our toll-free Customer Service Center at 1-800-400-7115 (TTY:711)

**As a seller, you have the right to issue resale certificates for merchandise that you intend to resell. You also have the
 responsibility of not misusing resale certificates. While the sales tax is imposed upon the retailer,**

- You have the right to seek reimbursement of the tax from your customer
- You are responsible for filing and paying your sales and use tax returns timely
- You have the right to be treated in a fair and equitable manner by the employees of the California Department of Tax and Fee Administration (CDTFA)
- You are responsible for following the regulations set forth by the CDTFA

As a seller, you are expected to maintain the normal books and records of a prudent businessperson. You are required to maintain these books and records for no less than four years, and make them available for inspection by a CDTFA representative when requested. You are also required to know and charge the correct sales or use tax rate, including any local and district taxes. The tax rate applicable to your sales or use may not necessarily correspond to the tax rate of your business address displayed on this permit. You are also expected to notify us if you are buying, selling, adding a location, or discontinuing your business, adding or dropping a partner, officer, or member, or when you are moving any or all of your business locations. If it becomes necessary to surrender this permit, you should only do so by mailing it to a CDTFA office, or giving it to a CDTFA representative.

If you would like to know more about your rights as a taxpayer, or if you are unable to resolve an issue with CDTFA, please contact the Taxpayers' Rights Advocate Office for help by calling toll-free, 1-888-324-2798 or 1-916-324-2798. Their fax number is 1-916-323-3319.

Please post this permit at the address for which it was issued and at a location visible to your customers.

California Department of Tax and Fee Administration

Business Tax and Fee Division

THIS CERTIFICATE MUST BE POSTED AT PLACE OF BUSINESS

CITY OF LOS ANGELES TAX REGISTRATION CERTIFICATE

THIS CERTIFICATE IS GOOD UNTIL SUSPENDED OR CANCELLED
BUSINESS TAX

ISSUED: 9/29/2019

ACCOUNT NO.	FUND/CLASS	* DESCRIPTION	STARTED	STATUS
0003143794-0001-3	LGR2	GrossReceiptFund/ Class2 Ord 183419	9/1/2019	Active

ISSUED TO

DAVE'S HOT CHICKEN NH LLC
DAVE'S HOT CHICKEN
GARY RUBENYAN
970 N WESTERN AVE
LOS ANGELES CA 90029-3216

5166 LANKERSHIM #D
NORTH HOLLYWOOD, CA 91601

"No registration certificate or permit issued under the provisions of the Business Tax ordinances of the LAMC, or the payment of any tax required under the provisions of the Business Tax ordinances of the LAMC shall be construed as authorizing the conduct or continuance of any illegal business or of a legal business in an illegal manner."



ISSUED FOR TAX COMPLIANCE PURPOSES ONLY
NOT A LICENSE, PERMIT, OR LAND USE AUTHORIZATION

ISSUED BY:
Chris Bantels
DIRECTOR OF FINANCE

NOTIFY THE OFFICE OF FINANCE IN WRITING OF ANY CHANGE IN OWNERSHIP OR ADDRESS - Office of Finance, P.O. Box 53266, Los Angeles CA 90053-0266
FORM 200 (Rev. 11/15) IMPORTANT - READ REVERSE SIDE



THIS PERMIT MUST BE CONSPICUOUSLY DISPLAYED ON THE PREMISES

PUBLIC HEALTH PERMIT
Valid Until 12/31/2023



PR Number: PR0266708
Program ID: DAVE'S HOT CHICKEN- SOFT SERVE Plant No. NEW
Description: SOFT SERVE MACHINE

Facility Owner - Mail Address

DHC KTOWN LLC
c/o GARY RUBENYAN
960 N WESTERN AVE
LOS ANGELES, CA 90029

011

Facility Location

DAVE'S HOT CHICKEN
970 N WESTERN AVE
LOS ANGELES, CA 90029





CALSTATELA MSA PRESENTS

INTRO TO BOARD

PICNIC

