

FUNDING REQUEST FORM

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- 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: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: *Vanessa Laguna*

CLUB/ORG: Los Angeles Economic Equity Accelerato
 EVENT TITLE: LEEAF Posada
 DATE(S) OF EVENT: December 5th SEMESTER: FALL
 EVENT LOCATION: Student Union Plaza
 TOTAL ATTENDANCE: 49
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

LEEAF will be hosting a fun interactive game of Loteria, giving students a chance to win a Self care gift just in time for finals.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will give students an opportunity for learn about ways to build capital while having fun and enjoying some coffee and bread.

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		Squishville Plushs	34.99			CONCHAS	\$175.00
		Star Pinatas	200.84			Individually wrapped pan dulce	\$87.50
		Hand sanitizers	\$13.67			5 Gallon COFFEE CON CANELA	\$95
		Chapsticks	\$11.95			5 Gallon HOT CHOCOLATE	\$105
		Fuzzy Socks	\$15.99			5 Gallon CHAMPURRADO	\$120
MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:
		Facemask	\$23.99			DELIVERY&SETUP:\$305154Statel	\$30
		Christmas Gift Bag	\$9.99			3% credit card fee	\$27.35
		Hanging Banner	\$23.77				
		Multicolor Metallic Star	\$13.56				
		Loterilla	\$9.36				

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$859.04
 TOTAL REQUESTED FROM ASI \$859.04
 AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]



[APPROVED]

Event Registration

LEEAF Posada Event

Submitted By: [REDACTED]

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?

Los Angeles Economic Equity Accelerator & Fellowship

Event Name

LEEAF Posada Event

Estimated Attendance

Please describe the estimated attendance of participants for this event.

49

About the event

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

The Los Angeles Economic Equity Accelerator & Fellowship Club invites students to join us in a fun afternoon of drinking coffee, delicious conchas, and playing the lottery for a chance to win prizes. Join us to learn more about what LEEAF is doing to make an impact. surprise special guest speaker.

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

12/05/2023 - 1:30 PM

End Date/Time

12/05/2023 - 3:30 PM

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?

No

On Campus Locations

University-Student Union Plaza/Walkway

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

On-Campus

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.

Student Union Walkway near stage

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.

[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. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Email

Social Media

Other

Social Media Site

Instagram

Social Media Handle

@LEEAF_Calstatela

Marketing Media Upload*

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

[18a3c283-fd5b-4ac9-88f8-af76835520ee.png](#)

What other methods of marketing will your organization use?

Flyer

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

Yes

By agreeing to this statement, you confirm that the file you've uploaded is accurate and contains all the necessary requirements for posting in the U-SU student org display case

CSI will print your file in color and post on your behalf. If the file does not meet the format or content criteria, your graphic may not be posted.

I agree the graphic contains all necessary requirements and is uploaded in the correct format.

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

COMMUNITY BUILDING AND CELEBRATION

FREE FOOD

FREE PRIZES/ GIVEAWAYS

LEADERSHIP DEVELOPMENT

LECTURE/SPEAKER

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.

LEEAF CLUB LEEAF CLUB

POSADA

POSADA

DECEMBER

5TH

2023

1:30PM - 3:30PM

IN FRONT OF STUDENT UNION,
STAGE AREA

COFFEE, CONCHAS, LOTERIA, & PRIZES!



@LEEAF_CALSTATELA



ASSOCIATED STUDENTS, INC.

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

Event Category

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered.

Meeting (hosting)

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.

[7bd89e0a-0bfb-450a-8560-7cf30086551c.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 via email asivcf@calstatela.edu 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

No

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink that reads "Vanessa Raunas". The signature is written in a cursive style with a long horizontal line extending from the end of the name.

Scroll up to submit this form.

Event Guidelines & Resources




Student Organization Event Guidelines

Event Registration Procedures

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to

Order summary (10)

Hide ^

 4	Decoracion De Navidad/Mexican Hanging Banner Decoration/ Christmas Decorations BLACK FRIDAY (-\$4.19)	\$27.96 \$23.77
 4	Multicolor Metallic Star Decoration/ Christmas Decorations/ Estrella Metallica para Navidad BLACK FRIDAY (-\$2.40)	\$15.96 \$13.56
 2	Don Clemente Loteria 20 Cartas / Authentic Loteria Game BLACK FRIDAY (-\$1.64)	\$11.00 \$9.36

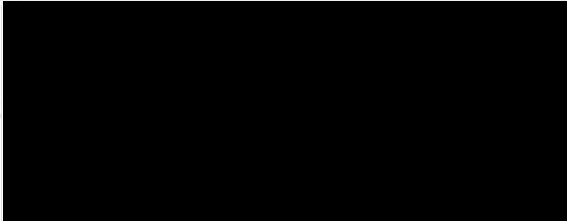
Discount code

Subtotal	\$46.69
Shipping ⓘ	\$7.19
Estimated taxes ⓘ	\$3.38
Total	USD \$57.26

amazon

Checkout (11 items)

1 Shipping address



Change

2 Payment method

Change

Enter code Apply

3 Review items and shipping

Thank you for choosing Amazon Day Delivery.

Arriving Nov. 27, 2023

Items shipped from Amazon.com

Squishville by Original Squishmallows What's Cookin' Squad - 12 Fan-Favorite 2-Inch Squishmallows Plush Including Carl, Floyd, Dash, Austin, and More - Toys for Kids - Amazon Exclusive Jazwares LLC **\$34.99** ✓prime & FREE Returns
Qty: 1
Sold by: Amazon.com Services LLC
[Add gift options](#)

Choose your Prime delivery option:
 Tomorrow, Nov. 25
 FREE One-Day Delivery
 Sunday, Nov. 26
 FREE Delivery in fewer trips to your address
 Monday, Nov. 27
 FREE Amazon Day Delivery
Fewer boxes, fewer trips.
 Change delivery day

Mjokoj 24-Pack Christmas Gift Bags, 6 Designs Christmas Kraft Paper Bags, 8.85x7.08x3.5 Inches with Handles Xmas Gift Bags, Suitable for Holiday Kraft Paper Gift Bags, Party Gift Bags **\$9.99** ✓prime & FREE Returns
Qty: 1
Sold by: ycdpro
[Add gift options](#)

FNOVCO Mens Fuzzy Socks Soft Cozy Slipper Fluffy Socks Winter Warm Microfiber Plush Sleeping Socks 5 to 6 Pairs (5 Pairs Dark Color) **\$15.99** ✓prime & FREE Returns
Qty: 2
Sold by: FNOVCO
[Add gift options](#)

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (11):	\$182.57
Shipping & handling:	\$0.00
Total before tax:	\$182.57
Estimated tax to be collected:	\$18.27

Order total: \$200.84

How are shipping costs calculated?

Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)

Gift options not available

✔ Thank you for choosing Amazon Day Delivery.

Arriving Nov. 27, 2023

Items shipped from Amazon.com



Purell Advanced Hand Sanitizer Gel Infused with Essential Oils, Scented Variety Pack, 1 fl oz Travel Size Flip Cap Bottles with JELLY WRAP Carrier (Pack of 8), 3900-09-ECME17
by Purell

\$14.60 ✓prime

Qty: 2 ▾

Sold by: Amazon.com Services LLC

Subscribe & Save:

Save 5% today; Save up to

10% on future auto-deliveries ▾

Delivery every: 4 months (most common)

[Add gift options](#)

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging

Choose your Prime delivery option:

Sunday, Nov. 26

FREE Prime Delivery

Monday, Nov. 27

FREE Amazon Day Delivery

Fewer boxes, fewer trips.

[Change delivery day](#)

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (11):	\$182.57
Shipping & handling:	\$0.00
Total before tax:	\$182.57
Estimated tax to be collected:	\$18.27

Order total: \$200.84

How are shipping costs calculated?

Prime shipping benefits have been applied to your order. [Why aren't all my items eligible?]

Place your order

Order total: \$200.84

By placing your order, you agree to Amazon's privacy notice and conditions of use.



FNOVCO Mens Fuzzy Socks Soft Cozy Slipper Fluffy Socks Winter Warm Microfiber Plush Sleeping Socks 5 to 6 Pairs (5 Pairs Dark Color)

\$15.99 prime
& **FREE** Returns

Qty: 2
Sold by: FNOVCO
Add gift options

Item arrives in packaging that shows what's inside. To hide it, choose Ship in Amazon packaging.

Ship in Amazon packaging



Tingle 24 Pcs Christmas Stocking Stuffers Facial Masks Skincare Spa Face Sheet Masks Fragrance Holiday Gifts Christmas Stocking Stuffers for Adults Women Girls Kids Spa Day Party Night SkinCare

\$23.99 prime
& **FREE** Returns

Qty: 1
Sold by: NengJuun
Add gift options



artnaturals Natural Organic Lip Balm Beeswax - (6 x .15 Oz / 4.25g) - Gift Set of Assorted Flavors - Chapstick for Dry, Chapped & Cracked Lips - Lip Repair with Aloe Vera, Coconut, Castor & Jojoba Oil

\$9.56
Exclusive Prime price
prime & **FREE** Returns

Qty: 3
Sold by: ArtNaturals US
Add gift options

Place your order

By placing your order, you agree to Amazon's privacy notice and conditions of use.

Order Summary

Items (11):	\$182.57
Shipping & handling:	\$0.00
Total before tax:	\$182.57
Estimated tax to be collected:	\$18.27
Order total:	\$200.84

How are shipping costs calculated?

Prime shipping benefits have been applied to your order. (Why aren't all my items eligible?)

\$200
Amazon Gift Card

Get a **\$200 Amazon Gift Card** instantly upon approval for Prime Visa. No annual fee. [Learn more](#)

Arriving **Nov. 30, 2023 - Dec. 1, 2023**
Items shipped from Fun-Express



6 Pointed Star Pinata for Cinco de Mayo - Party Decor
OTC Direct, Inc.
\$23.74

Qty: 1
Sold by: Fun-Express
Not eligible for Amazon Prime
([Learn more](#))

Gift options not available

Choose a delivery option:

- Tuesday, Nov. 28
\$29.99 - Delivery
- Wednesday, Nov. 29
\$15.99 - Delivery
- Thursday, Nov. 30 - Friday, Dec. 1
FREE Standard Shipping

Thank you for choosing Amazon Day Delivery.



INVOICE

#0001
DATE: 11/30/2023

BILLED TO:

California State University, LA: LEEAF

PAY TO:

Los Angelitos Bakery, Corp
2881 E Florence Ave
Huntington Park, CA 90255

Bank / Routing # Chase Bank / 322271627
Account Name Los Angelitos Bakery, Corp
Account # 535152139
Zelle: Losangelitosbakery92@gmail.com

DESCRIPTION	QUOTE	QTY.	AMOUNT
Mini conchitas	\$0.50	350	\$175.00
Individually wrapped pan dulce	\$0.25	350	\$87.50
5 Gallon COFFEE CON CANELA (serves 50, includes: cups, napkins, stirrers, sugar/sweeteners, and creamers)	\$95	1	\$95.00
5 Gallon HOT CHOCOLATE (serves 50, includes: cups and napkins)	\$105	1	\$105.00
5 Gallon CHAMPURRADO (serves 50, includes: cups and napkins)	\$120	1	\$120.00
DELIVERY & SET UP: 5154 State University Dr, Los Angeles, CA 90032	\$30	1	\$30.00
Equipment Deposit (refundable)	\$100	3	\$300.00
TOTAL			\$912.50
	3% Credit Card Fee		+\$27.35
GRAND TOTAL			\$939.85

NOTE: Event date Tuesday, 12/5/2023.

Equipment deposit refunded once items are returned to the bakery within 48 hours (clean and working).

Please direct any questions or concerns to:
Deanna Ductoc (626) 487-6251 or losangelitosbakery92@gmail.com



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: Los Angeles Economic Equity Accelerator & Fellowship

Event Name/Title: LEEAF Posada

Event Location: Student Union Main walkway/ Stage

Event Start Date: 12/05/2023 Event End Date: 12/05/2023 Hours of Operation: 1:30 PM-3:30 PM

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

Food Handler(s) Information:

 [REDACTED]

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: _____

Conchas: wheat flour, water or milk, sugar, butter (or lard or shortening), eggs (though not always), yeast, and salt. Coffee: Coffee beans. Mexican hot chocolate: unsweetened cacao (bits of dried cocoa pod seeds) with water, sugar, and spice primarily cinnamon. Champurrado: dissolving Mexican chocolate, su

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? Food will be put a container to keep it fresh and safe from contamination. Container will be placed in shaded area on a clean surface! _____

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

Los Angelitos Bakery

2881 E Florence Ave, Huntington Park, CA 90255

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



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




Attach Documents

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.

	<u>Vanessa Lagunas</u> <small>Vanessa Lagunas (Nov 8, 2023 14:02 PST)</small>	11/08/2023
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina	<u>Fabiola Avina</u> <small>Fabiola Avina (Nov 9, 2023 10:26 PST)</small>	11/09/2023
2. Name of Center for Student Involvement Approver <i>(USU 204) (Student Organizations Only)</i>	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Nov 9, 2023 13:52 PST)</small>	11/09/2023
3. Name of University Auxiliary Services, Inc. Approver <i>(Golden Eagle Bldg. 314)</i>	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Nov 9, 2023 14:22 PST)</small>	11/09/2023
4. Name of Environmental Health & Safety Approver <i>(Corporation Yard Bldg. 244)</i>	Signature	DATE

LEEAF CLUB LEEAF CLUB

POSADA

POSADA

DECEMBER

5TH

2023
1:30PM - 3:30PM

IN FRONT OF STUDENT UNION,
STAGE AREA

COFFEE, CONCHAS, LOTERIA, & PRIZES!



@LEEAF_CALSTATELA

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