

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]	CLUB/ORG: Los Angeles Economic Equity Accelerato
OFFICER TITLE: [REDACTED]	EVENT TITLE: LEEAF Cupcake Sale
ADDRESS: [REDACTED]	DATE(S) OF EVENT: March 26, 2024 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Main Walkway
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 49
SIGNATURE: _____	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 72

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Raising funds for our club.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This event will allow us to network with students and share our club beliefs.

PART 4 - COST BREAKDOWN

HOSPITALITY		DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS		DESCRIPTION:	AMOUNT:
		Cupcakes	588.00				
		Qiqee Kraft Cupcake Boxes 60 Pac	16.88				
		One More Kraft Paper Cupcake Box	14.88				
		One More Kraft Paper Cupcake Box	14.88				
MARKETING		DESCRIPTION:	AMOUNT:	OTHER		DESCRIPTION:	AMOUNT:
		Flyers printed from Cal State Library	16.00				

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 650.64

TOTAL REQUESTED FROM ASI 650.64

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Tables, Canopy, and Chairs

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



Event Registration

LEEAF Club Cupcake Sale

[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?

Los Angeles Economic Equity Accelerator & Fellowship

Event Name

LEEAF Club Cupcake Sale

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 LEEAF Club Cupcake Sale is a fundraising event organized by the Los Angeles Economic Equity Accelerator & Fellowship (LEEAF) Club. The primary purpose of this event is to raise funds for future events planned for this semester through the sale of cupcakes.

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

03/26/2024 - 11:45 AM

End Date/Time

03/26/2024 - 2:30 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

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

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.

Main Walkway: Library South Railing 3

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. 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_club_csula

Marketing Media Upload*

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

[abbc4b8c-6032-4862-80bd-c17a8b827371.png](#)

What other methods of marketing will your organization use?

Post flyer's around Campus

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:
<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

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

FOOD

FUNDRAISER

SOCIAL

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.



Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also be registered.
Proceeds to Benefit (Fundraisers, Tabling Selling Non-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

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.
[3cc2afba-6aaa-4626-8c72-980d9c4c191f.pdf](#)

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.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.
Item Sale (store bought foods or merchandise)

Item Sale - Please describe the items being sold and how funds will be collected.

Store-bought food items or merchandise.

Food/beverages require the approved temporary food permit to be uploaded to this event registration for approval

Student organizations may accept cash or check. Platforms like Venmo, Zelle, Paypal are not approved methods of receiving funds unless your organization has an approved

club banking exemption.

Cupcakes bought from a small business and funds will be collected by cash.

Will a movie/show 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, consisting of several overlapping loops and a long horizontal stroke extending to the right.

Scroll up to submit this form.



qiqee Kraft Cupcake Boxes 60 Packs Individual Cupcake Holders Disposable Brown Single Cupcake Boxes with Window 3.6 * 3.6 * 4.3inch Cupcake Containers

\$16.88 ✓prime & FREE Returns ▾

Qty: 1 ▾

Sold by: Yiqee store

Add gift options

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

Ship in Amazon packaging



ONE MORE [15pcs] Kraft Paper Cupcake Boxes, Valentines Day Cookie Gift Boxes with Clear Window, Auto-Popup Cupcake Containers Carriers Bakery Cake Box with Insert 4 Cavity (Brown, 15)

\$14.88 ✓prime & FREE Returns ▾

Qty: 2 ▾

Sold by: Baking Package Expert

Add gift options

Choose your Prime delivery option:

Tomorrow, Mar 22

FREE One-Day Delivery

Sunday, Mar 24

FREE Amazon Day Delivery

Fewer boxes, fewer trips. ▾

[Change delivery day](#)

Get a \$2.25 [digital reward](#) per purchase

Place your order

By placing your order, you agree to Amazon's [privacy notice](#) and [conditions of use](#).

Order Summary

Items (3):	\$46.64
Shipping & handling:	\$0.00
Total before tax:	\$46.64
Estimated tax to be collected:	\$4.42

Order total: \$51.06

Qualifying offers:

- Amazon Day Reward

[How are shipping costs calculated?](#)

Prime shipping benefits have been applied to your order.

DEPOSIT

03/20/24 14:10:45

Library 1st Phil 043819

CARD# XXXXXXXXXXXXXXXXXXXX3947

SOURCE:

CASH

DEPOSIT:

Eagle \$ 20.00

BALANCES AFTER DEPOSIT:

Eagle \$ 21.60



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 Club Cupcake Sale

Event Location: Main Walkway

Event Start Date: 03/26/2024 Event End Date: 03/26/2024 Hours of Operation: 11:45 am to 2:30pm

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

Food Handler(s) Information:

 **Food Handler Certificate(s)**

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: Food Fundraiser

List exact food/beverage(s) that will be sold/served, including ingredients: _____

Cupcakes: Red velvet, Red Velvet with Strawberries, Cookies and Cream & Strawberries and Cream Flavor, Semi-sweet chocolate chips, Dark cocoa powder, Water All-purpose flour, Granulated sugar, Baking soda, Salt, Vegetable oil, Eggs, Vanilla extract, Unsalted butter, Powdered sugar, Vanilla extract, Salt, &

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? In container, Under shade.

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

Sweet Red Peach

1035 S Prairie Ave #2, Inglewood, CA 90301

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



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>Julie Campos Sanchez</u> <small>Julie Campos Sanchez (Mar 5, 2024 13:56 PST)</small>	03/05/2024
1. Name of Student Organization Requestor	Signature	DATE
Fabiola Avina		03/07/2024
2. Name of Center for Student Involvement Approver <small>(USU 204) (Student Organizations Only)</small>	Signature	DATE
Daniel Keenan	<u>Daniel Keenan</u> <small>Daniel Keenan (Mar 7, 2024 10:15 PST)</small>	03/07/2024
3. Name of University Auxiliary Services, Inc. Approver <small>(Golden Eagle Bldg. 314)</small>	Signature	DATE
Mike Morales	<u>Mike Morales</u> <small>Mike Morales (Mar 7, 2024 15:10 PST)</small>	03/07/2024
4. Name of Environmental Health & Safety Approver <small>(Corporation Yard Bldg. 244)</small>	Signature	DATE

LEEAF CLUB BAKE SALE

Tuesday, March 26th
12:00pm - 2:30pm

Main Walk Way
Near Student Store

Delicious cupcakes from the small business Sweet Red Peach, featured on Food Network.

