

ASI Associated Students, Inc.

Funding Request Form

2016-17

"...For the Students, by the Students!"

- Necessary Documents:**
- Event Flyer w/A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact	Organization
	Club/Organization: <u>Accounting Society</u>
	Event Title: <u>Pupusas Food Sale</u>
	Date(s) of Event: <u>4/24/2017</u> Quarter: <u>Spring</u>
	Location of Event: <u>In front of King Hall</u>
	Expected Total Attendance: <u>50+</u>
	Expected Attendance of Cal State LA Students: <u>50+</u>

Event Description and Total Cost Breakdown

<p>Briefly describe the event:</p> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>Accounting Society will have a fundraising food sale. All the fund go to the club to benefit members/officers.</p> </div>	<p>Is the event open to all Cal State LA students?: <u>Yes</u></p> <p>How will this program enhance the Cal State LA experience?:</p> <div style="border: 1px solid black; padding: 5px; min-height: 80px;"> <p>This will help students come together and improve their social and personal networking skills</p> </div>
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Hospitality	
Description	Amount
Pupusas	\$ 163.50
Beverages	\$ 74.62
Utensils	\$ 42.00

Honoraria/Contracts	
Description	Amount

Marketing	
Description	Amount
	\$0.00

Other	
Description	Amount

Event Summary For Office Use Only • Do Not Write Below

Total Cost of Event:	\$ 280.12
Amount Requested from A.S.I.:	\$ 280.12
Amount from other sources:	
What other resources are you employing for this event?	

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Monday, the week of the Finance Committee Meetings.
- (2) Additionally, 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.

All forms must have a Time Stamp and staff initial:

17 MAR 16 PM 11:14:58

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 working days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed. No publicity may be distributed or posted on websites until this form has been submitted for off campus events or until the reservation confirmation process has been completed for on campus events. **Signatures must be completed in blue or black ink.**

NAME OF ORGANIZATION: Accounting Society PHONE: (323) 963-1765 DATE: _____
EVENT CONTACT NAME: Herlinda Nicanor EMAIL: herlinda-nicanor@gmail.com
NAME OF EVENT: Popusas Food Sale LOCATION: In front of King Hall
EVENT DATE: 04/24/17 BEGIN TIME: 8:00 AM END TIME: 3:00 PM ESTIMATED ATTENDANCE: 50+

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- FUNDRAISER EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: _____

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR TOURNAMENT FOREST CLEAN-UP INTERNATIONAL TRAVEL
 BEACH CLEAN-UP INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

We are selling Popusas and beverages in front of King Hall for Accounting Society organization.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS CAL STATE L.A. COMMUNITY OTHER COLLEGES & UNIV. GENERAL PUBLIC GUEST LIST

Events intended for the general Cal State L.A. campus will be listed in the Student Organization Calendar of Events distributed in a bi-weekly email by the Center for Student Involvement. NO, I DO NOT WISH FOR MY EVENT TO BE POSTED.

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR DONATION?

If yes, please complete statement regarding cash transactions on the back of this form) NO YES, HOW MUCH? _____

WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? NO YES If yes, please explain _____

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Grupo de Fonseca Restaurant

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? NO YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? NO YES Initials _____
If so, please affirm organization members and guests will not consume alcohol.

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? NO YES

Please be aware that student organization events are not covered for liability or other insurance by California State University, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact CSI.

STATEMENT REGARDING CASH TRANSACTIONS

As an officer of: Accounting Society, a recognized student organization at California State University, Los Angeles, I affirm that all funds raised by this organization or assets assigned to this organization will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no funds or assets of this organization will accrue to the benefit of any officer or member, or any private person.

Describe the fundraiser (including how the fundraiser or donation process will work, items to be sold, prize(s), etc):

All profit will be returned to Accounting Society to benefit members/officers • Purposes: \$300

Pept Products: Sodas \$1, Gatorade \$1, Bottle of water: \$1

PRESIDENT: Helen Zhang SIGNATURE: [Signature] DATE: 03/06/17

TREASURER: Kevin Chen SIGNATURE: [Signature] DATE: 03/06/17

EVENT GUIDELINES

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.

- 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 Judicial Affairs.
- ALCOHOL:** Any event that involves consumption of alcoholic beverages requires authorization from the University. Your organization must complete a Request to Serve Alcoholic Beverages form available in the Center for Student Involvement. Please allow at least 3 weeks for this form to be reviewed by the University.
- PUBLICITY:** All publicity material including banners, brochures, announcements, etc. must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State L.A."

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING WILL FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY.

STUDENT ORG. OFFICER'S NAME: Herlindo Nicanor SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 03/02/2017
ADVISOR'S NAME: Xiaojie Sun SIGNATURE: [Signature] DATE: 03/02/2017

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 3.10.17
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

CENTER FOR STUDENT INVOLVEMENT DIRECTOR: _____

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

PUBLIC AFFAIRS DATE: _____ ATHLETICS DATE: _____
 DEPT. OF PUBLIC SAFETY DATE: _____ FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES: _____

28100 2901 Los Feliz Blvd
Los Angeles, CA 90034
(323) 644-5201

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form Clear Form

Date of Event: 04/24/17 Estimated Attendance: 50+

Name of Event: PUPUSAS Food sale

Type of Event: Fundraising Location: In front of King Hall

Sponsoring Organization: Accounting society

Authorized Representative: Herlindo Mianor Phone: (323) 963-1765 Fax: _____

Time: _____ Address: 808 N. Vermont Ave
Los Angeles, CA 90029
(323) 660-2812

Access Time: 8:00 a.m./p.m. to 3:00 a.m./p.m.
Event Time: 8:00 a.m./p.m. to 3:00 a.m./p.m.

Type of Food Service:
 Bake Sale Snacks Food Sale Catering
 Barbecue Potluck Other (describe below)

(Provide caterer's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Facility Guidelines for further instructions.)

Describe Other: _____

List all food and potentially hazardous food (see Temporary Food Facility Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. PUPUSAS, cabbage skew, tomatoe sauce.

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Golfo de Fonseca Restaurant

List all beverages to be sold/served: Pepsi, Gatorade, sierra mist, Ice tea BRISK, water bottle

Where will beverages be prepared or purchased? Costco PEPSI products only

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Ice chest

Agreement: For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall have attended a food handling orientation (offered at the beginning of Fall and Spring quarters), agrees to read, understand, and comply with the CSLA 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) As a prerequisite, the Sponsoring Student Organization agrees to obtain proper insurance coverage from the Associated Students, Inc. (ASI) at least two weeks prior to the event date and ASI agrees to include the Sponsoring Student Organization's activity in its insurance policy. This Temporary Food Permit will not be approved unless accompanied by a proof of ASI insurance.

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 days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

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

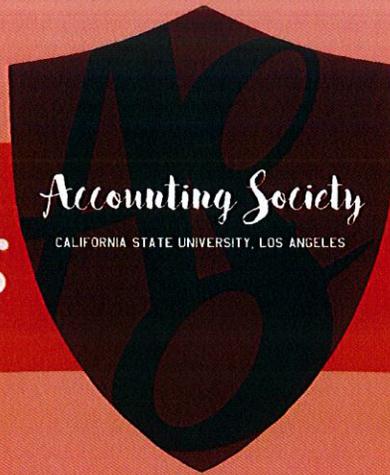
1. Signature of Sponsoring Organization Chairperson _____ Authorized Representative to be present at event Herlindo Mianor

2. Center for Student Involvement (UU 204) (Student Organizations Only) _____ Date 3.3.17

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____ Date 3/3/17

4. Environmental Health & Safety (Corporate Yard Bldg. 244) _____ Permit No. #17-300 Date 3/7/17

Accounting



Society

Pupusas Sale

Monday, April 24th

Near King Hall and Library



\$3 only!!



Invoice #: 108

Event Date: 4/24/2017

Compay Purchasing From:
Golfo De Fonseca Restaurant
 808 N. Vermont Ave
 Los Angeles, CA 90029
 (213) 483-7245

* Invoice only an estimate

Description	Amount	Cost	CRP/CNP	Total Cost
Pupusas	150	\$ 1.00		\$ 150.00
Gattorade	1	\$ 16.77		\$ 16.77
Brisk	1	\$ 13.43		\$ 13.43
7-up	1	\$ 13.43		\$ 13.43
Pepesi	1	\$ 13.43		\$ 13.43
Water Bottle	2	\$ 5.70		\$ 11.40
Napkins	1	\$ 15.65		\$ 15.65
Plates	1	\$ 10.39		\$ 10.39
Forks	1	\$ 12.49		\$ 12.49

(Food) SUBTOTAL	\$ 163.50
(Beverages) SUBTOTAL	\$ 74.62
(Utensils) SUBTOTAL	\$ 42.00
Estimate TAXRATE (9%)	
ESTIMATED TOTAL COST	\$ 280.12



**Hefty 8-3/4" Paper Plate, White, 225 ct
\$15.69**



**Kirkland Napkin 1-Ply White 1,040ct
\$14.99**



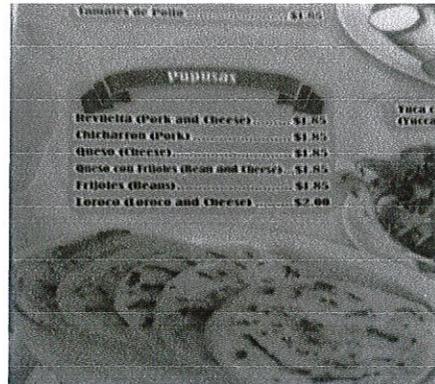
**Kirkland Signature Purified Drinking Water
\$5.70**



**Pepsi, 12 oz, 36 ct
\$13.43**



**Gatorade Perform, Variety Pack, 12 oz, 28 ct
\$16.77**



**\$12.49
Solo Plastic Fork White 500ct**