



Associated Students, Inc. Funding Request Form

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

2016-17

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

Contact

Organization

Club/Organization: Accounting Society
 Event Title: Mock Interview
 Date(s) of Event: 4/21/17 Quarter: Spring
 Location of Event: Career Center
 Expected Total Attendance: 30
 Expected Attendance of Cal State LA Students: 26

Event Description and Total Cost Breakdown

Briefly describe the event:

The Interview Workshop will invite professionals from Accounting field to help students to practice interview skills.

Is the event open to all Cal State LA students?: No

How will this program enhance the Cal State LA experience?:

The student who attend the event will gain the exceptional interview experience from professionals and will potentially grow the hiring rate of CSULA students.

Hospitality

Description	Amount
Costco	\$65.00
Starbucks	\$32.00

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: \$97.00
 Amount Requested from A.S.I.: \$97.00
 Amount from other sources: _____

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.

What other resources are you employing for this event?

All forms must have a Time Stamp and

staff initial:

17 MAR 15 PM 8:27:21

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: 626-324-2222 DATE: 10/1/11
 EVENT CONTACT NAME: Shirley Ho EMAIL: shirleyho@csulb.edu
 NAME OF EVENT: Mock Interviews LOCATION: Carson Center
 EVENT DATE: 10/1/11 BEGIN TIME: 9 AM END TIME: 2 PM ESTIMATED ATTENDANCE: 35

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):

Members will have a chance to interview with a professional in a one-to-one basis.

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: Cosco & Starbucks

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.

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Date of Event: April 21, 2017 Estimated Attendance: 35
 Name of Event: Mock Interview
 Type of Event: Educational Program Location: Career Center
 Sponsoring Organization: Accounting Society
 Authorized Representative: Shirley Ho Phone: (626) 213-7912 Fax: _____
 Time: _____

Access Time: 8:00 a.m./p.m. to 2:00 a.m./p.m.
 Event Time: 9:00 a.m./p.m. to 1:00 a.m./p.m.

Costco Wholesale
2207 W. ~~Campanile~~ Ave.
Alhambra, CA 91803

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: Light snacks & Starbucks coffee will be provided for free.

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. Costco sandwiches

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco sandwiches

List all beverages to be sold/served: Starbucks coffee, Costco water bottles

Where will beverages be prepared or purchased? Starbucks, Costco

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

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 _____
m. Mahymaush 1/25/17
 2. Center for Student Involvement (UU 204) (Student Organizations Only) _____ Date _____
Amy Myers 1/25/17
 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) _____ Date _____
Jan Shuman 17-085 1/27/17

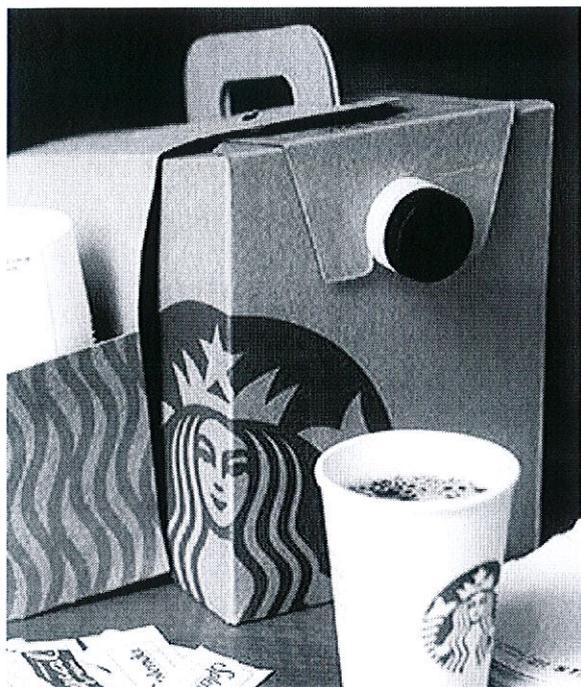


Mock Interview

Come join us!

**Friday, April 21th
@Career Center
From 8 AM - 2 PM**

Coffee Traveler



A convenient carrier filled with 96 fl. oz. of brewed coffee. Choose between Veranda Blend® Blonde Roast, Pike Place® Roast, our featured Dark Roast, or Decaf Pike Place® Roast.

Nutrition Facts Per Serving (8 fl oz)

Calories 5	Calories from Fat 0
	% Daily Value*
Total Fat 0g	0%
Saturated Fat 0g	0%
Trans Fat 0g	
Cholesterol 0mg	0%
Sodium 10mg	0%
Total Carbohydrate 0g	0%

3/16/2017

Coffee Traveler | Starbucks Coffee Company

Dietary Fiber 0g 0%

Sugars 0g

Protein 1g

Vitamin A 0% Vitamin C 0% Calcium 2%

Iron 0%

Caffeine 180mg**

*Percent Daily Values are based on a 2,000 calorie diet.

**Each caffeine value is an approximate value.

Ingredients

Brewed Coffee.

We cannot guarantee that any of our products are free from allergens (including dairy, eggs, soy, tree nuts, wheat and others) as we use shared equipment to store, prepare and serve them.

This is our way of lending an extra hand to all those kind souls who purchase coffee on behalf of family, friends and workmates. Our coffee traveler holds the equivalent of twelve 8-ounce cups of brew. Great for meetings, picnics and whenever you need a steady flow of truly great coffee. Choose between Veranda Blend® Blonde Roast, Pike Place® Roast, our featured Dark Roast, or Decaf Pike Place® Roast.

DID YOU KNOW

Unlike air travel layovers, your coffee travel can be seamless with no wait time. Just call ahead to order and it's ready to roll when you are.



Bon Appetit Banana Nut Muffins, 5.5 oz, 6 ct

[Compare product](#)

[Print this Page](#)

Item 624910

Delivered Price **\$7.09**

Quantity 1

[Add to Cart](#)

[Add to Shopping List](#)

[Product Details](#) [Specifications](#) [Shipping & Terms](#)

- Banana Nut Muffins
- Individually wrapped
- 5.5 oz
- 6 ct

- Brand: Bon Appetit
- Flavor: Banana
- Package Form: Individually Wrapped

All prices listed are delivered prices from Costco Business Center.

Product availability and pricing are subject to change without notice. Price changes, if any, will be reflected on your order confirmation.

For additional questions regarding delivery, please visit Business Center Customer Service or call 1-800-788-9968.

Costco Business Center products can be returned to any of our more than 700 Costco warehouses worldwide.

[Home](#) [Beverages](#) [Water](#)

Kirkland Signature Premium Drinking Water, 8 oz, 80 ct

[Compare product](#)

[Print this Page](#)



Item 906165

Delivered Price **\$12.58**

CA REDEMP VAL N EE **\$4.00**

Your Price **\$16.58**

Quantity 1

[Add to Cart](#)

[Add to Shopping List](#)

[Product Details](#) [Specifications](#) [Shipping & Terms](#)



This item meets Smart Snacks Standards.*

[More Items & Information](#)

- Premium Drinking Water
- 8 oz bottle
- 80 ct
- Kosher

- Brand: Kirkland Signature
- Case Count: 80
- Container Size: 8 oz.
- Flavor: Unflavored
- Kosher: Kosher
- Package Form: Bottle
- Smart Snacks: Smart Snacks

All prices listed are delivered prices from Costco Business Center.

Product availability and pricing are subject to change without notice. Price changes, if any, will be reflected on your order confirmation.

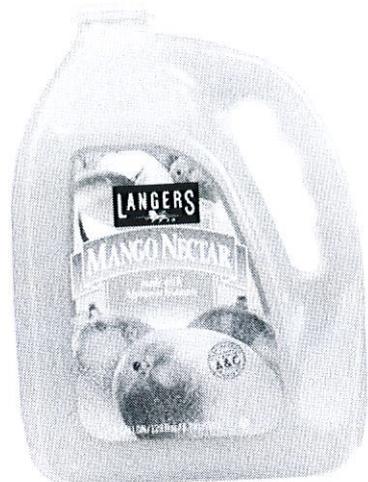
For additional questions regarding delivery, please visit Business Center Customer Service or call 1-800-788-9968.

Costco Business Center products can be returned to any of our more than 700 Costco warehouses worldwide.

Langers Mango Nectar, 1 Gallon

[Print this Page](#)

[Compare product](#)



Item 135344

Delivered Price **\$7.49**

CA REDEMP VAL N EE **\$0.10**

Your Price **\$7.59**

Quantity 1

[Add to Cart](#)

[Add to Shopping List](#)

[Product Details](#) [Specifications](#) [Shipping & Terms](#)

- Mango Nectar
- 1 gallon jug

More Information:

- Made with Alphonso mangos
- GMO free
- No high fructose corn syrup
- No colors added, no preservatives
- 20% juice
- Kosher

- Brand: Langers
- Case Count: 1
- Container Size: 1 gal.
- Flavor: Mango
- Kosher: Kosher
- Package Form: Jug

All prices listed are delivered prices from Costco Business Center.

Product availability and pricing are subject to change without notice. Price changes, if any, will be reflected on your order confirmation.

For additional questions regarding delivery, please visit Business Center Customer Service or call 1-800-788-9968.

Costco Business Center products can be returned to any of our more than 700 Costco warehouses worldwide.