

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: Kalahi Filipino American Student Org.
 Event Title: Pilipino Visibility Week
 Date(s) of Event: April 13, 2017 Quarter: Spring
 Location of Event: USU Plaza
 Expected Total Attendance: 100
 Expected Attendance of Cal State LA Students: 100

Event Description and Total Cost Breakdown

Briefly describe the event:
 Kalahi (Filipino American Student Organization) will be showcasing traditional folk dances, music, and free food to students on campus.

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

How will this program enhance the Cal State LA experience?:
 Cal State LA students will have the opportunity to broaden their view and deepen their understanding of the Filipino Culture.

Hospitality

Description	Amount
Food	\$97.50

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$97.50
 Amount Requested from A.S.I.: \$97.50
 Amount from other sources: 0
 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: MD

'17 MAR 20 AM 11:02:11

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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: KALAHI - FILIPINO AMERICAN STUDENT ORG. PHONE: (323) 217-3390 DATE: _____
 EVENT CONTACT NAME: KEVIN R. PARDOCHO EMAIL: kalahi.president.csula@gmail.com
 NAME OF EVENT: PILIPINO VISIBILITY WEEK LOCATION: STAGGER HALL UNION PLAZA
 EVENT DATE: 4-19-2017 BEGIN TIME: 6:00 PM END TIME: 04:30 PM ESTIMATED ATTENDANCE: 30+

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):

The organization's members will perform traditional Filipino dances and share information about Filipino history, culture, and cuisine to increase public awareness about Filipino culture.

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: GOOD HA in Glendale

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: KALAHI FILIPINO AMERICAN STUDENT ORGANIZATION, 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):

Kalahi will only be selling the items (food) purchased from GOOPMA (in Alhambra) in the event that MSF is unable to fund this cultural event. If Kalahi must sell, item pricing will match just to the door breaks even on the expenses. Cash transactions will occur during food purchase at the event.

PRESIDENT: KEVIN R. PARDUCHO SIGNATURE: *[Signature]* DATE: 3-9-2017

TREASURER: TECAY MANQUI SIGNATURE: *[Signature]* DATE: _____

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	SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY)	DATE:
<u>KEVIN R. PARDUCHO</u>	<i>[Signature]</i>	<u>3-9-2017</u>
ADVISOR'S NAME		
<u>DR. MATTHEW POLKE</u>	<i>[Signature]</i>	<u>3-7-2017</u>

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: _____ DATE: _____
 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:

<input type="checkbox"/> PUBLIC AFFAIRS	DATE: _____	<input type="checkbox"/> ATHLETICS	DATE: _____
<input type="checkbox"/> DEPT. OF PUBLIC SAFETY	DATE: _____	<input type="checkbox"/> FACILITIES USE COORDINATOR	DATE: _____

NOTES OR UPDATES: _____

**CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT**

Print Form

Clear Form

Date of Event: 7-13-2017 Estimated Attendance: 30+

Name of Event: FILIPINO VISIBILITY WEEK

Type of Event: SOCIAL PROGRAM Location: UNION PLAZA

Sponsoring Organization: KALAHI-FILIPINO-AMERICAN STUDENT ORGANIZATION

Authorized Representative: Kevin R. Paracatu Phone: (313) 217-3370 Fax: _____

Time: Manila Good Ha Inc.
 Access Time: 2:00 a.m./p.m. to 4:30 a.m./p.m. 900 E Colorado St.
 Event Time: 2:00 a.m./p.m. to 4:30 a.m./p.m. Glendale, CA 91205

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. Lumpiang Shanghai, Pansit

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Purchased, fully cooked, from Manila Good Ha Inc.

List all beverages to be sold/served: Water

Where will beverages be prepared or purchased? Purchased from CVS

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Will pick out from store, carried in covered trays, immediately before event

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.

<u>Kevin R. Paracatu</u> KEVIN R. PARACATU	<u>Kevin R. Paracatu</u> KEVIN R. PARACATU
1. Signature of Sponsoring Organization Chairperson	Authorized Representative to be present at event
<u>[Signature]</u>	<u>3.9.17</u>
2. Center for Student Involvement (UU 204) (Student Organizations Only)	Date
<u>[Signature]</u>	<u>3/9/17</u>
3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)	Date
<u>[Signature]</u>	<u>3/9/17</u>
4. Environmental Health & Safety (Corporate Yard Bldg. 244)	Permit No. Date
<u>[Signature]</u>	<u>#17-315</u> _____



For the Students, by the Students!

04.13.2017
2-4PM

PILIPINO

VISIBILITY WEEK

@ THE USU PLAZA

PERFORMANCES!
FOOD!
& FUN!

\$15.00 - PANSIT
 \$20.00 - CHICKEN
 \$28.00 - SQUID BEEF, KAMBING, KARE, SSFF
 \$25.00 - PORK, VEGGIE
 \$18.00 - PALABOK, MALABON, SPAGHETTI
 \$8.00 - STEAMED RICE
 \$10.00 - GARLIC FRIED RICE

\$65. - Pansit
 \$70. - Chicken
 \$90. - Squid, Beef, Kambing, Kare, SSFF
 \$75. - Pork, Veggie
 \$70. - Palabok, Malabon, Spaghetti
 \$25. - Steamed Rice
 \$30. - Garlic Fried Rice

\$20.00 - PANSIT
 \$25.00 - CHICKEN
 \$35.00 - SQUID BEEF KAMBING, KARE, SSFF
 \$30.00 - PORK, VEGGIE
 \$23.00 - PALABOK, MALABON, SPAGHETTI
 \$10.00 - STEAMED RICE
 \$12.00 - GARLIC FRIED RICE

\$30.00 - PANSIT x2
 \$35.00 - CHICKEN
 \$45.00 - SQUID BEEF, KAMBING, KARE, SSFF
 \$40.00 - PORK, VEGGIE
 \$32.00 - PALABOK, MALABON, SPAGHETTI
 \$12.00 - STEAMED RICE
 \$15.00 - GARLIC FRIED RICE

75. - Pansit
 85. - Chicken
 110. - Squid, Beef, Kambing, Kare, SSFF
 90. - Pork, Veggie
 80. - Palabok, Malabon, Spaghetti
 30. - Steamed Rice
 35. - Garlic Fried Rice

DESSERTS

Leche Flan	Kutchinta
Sapin - Sapin	Espasol
Cassava Cake	Palitaw
Leche - Cassava	Ube Halaya
Bibingka Kanin	Bananaque
Mais - Tapioca	Karioka
Kamoteng Kahoy	Turon
Ginataang Bilo-bilo	Puto
Ginataang Monggo	
Kamoteque (Seasonal)	
Maja Blanca	
Pichi - Pichi	



Leche Flan



Puto



Turon

CATERING MENU

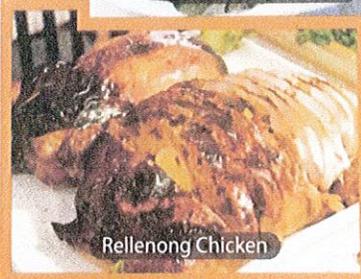
Lumpiang Shanghai (Meat)
 Vegetable Egg Rolls
 Embutido (Meatloaf)
 Rellenong Bangus
 Rellenong Chicken
 Rellenong Shrimps
 Rellenong Talong
 Chicharon Bulaklak
 Crispy Pata
 Lechon Kawali
 BBQ Liempo
 BBQ Chicken
 BBQ Pork
 Liempo
 Kikiam
 Sisig
 Okoy



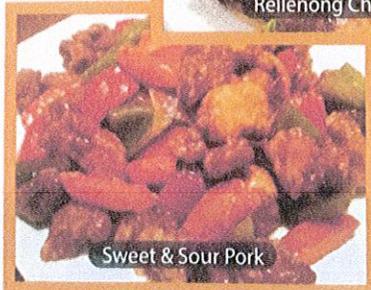
Embutido



Chicharon Bulaklak



Rellenong Chicken



Sweet & Sour Pork

Inihaw Pork
 Pork Igado
 Pork Steak
 Pork Asado
 Pork Adobo
 Pork Menudo
 Pork Fried BBQ
 Pork Picadillo
 Pork Mechado
 Pork Apritada
 Pork Hamonado
 Pork Binagoongan
 Pork Bicol Express
 Sweet & Sour Pork
 Sweet & Sour Meatballs
 Hong Bah (Chinese Pork Adobo)