



# Associated Students, Inc.

## Funding Request Form

### 2017-18

...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

Officer Name:  
 Officer Title:  
 Address:  
 City/State/Zip:  
 Phone & Email:  
 Officer Signature:

#### Organization

Club/Organization: Golden Eagle Productions  
 Event Title: GEP Fundraiser  
 Date(s) of Event: 2/27/2018 Semester Spring Select One Fall Spring  
 Location of Event: King Hall Main walkway  
 Expected Total Attendance: 200  
 Expected Attendance of Cal State LA Students: 200

#### Event Description and Total Cost Breakdown

Briefly describe the event:  
 On this day we are going to have a fundrasier where we will be selling portos bakery items.

Is the event open to all Cal State LA students? No Select One Yes No  
 How will this program enhance the Cal State LA experience?  
 The funds raised will benefit club members and give funds to student film productions and buy film equipment.

#### Hospitality

Description	Amount
Meat Pies. 4 dozen	\$46.56
Potato Balls. 4 dozen	\$46.08
guava & cheese pastry. 4 dozen	\$42.24
Chicken Croquette (25 count)	\$15

#### Honoraria/Contracts

Description	Amount

#### Marketing

Description	Amount
	0

#### Other

Description	Amount

#### Event Summary

Total Cost of Event: \$0.00  
 Amount Requested from A.S.I.: \$ 150  
 Amount from other sources: \_\_\_\_\_  
 What other resources are you employing for this event?

#### For Office Use Only • Do Not Write Below

- Important:**
- (1) *All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-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: AM

18 FEB 14 PM 4:44:24

# STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



This form must be completed 10 business 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 online 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: Golden Eagle Productions PHONE \_\_\_\_\_ DATE: 1/29/2018  
 EVENT CONTACT NAME: Elizabeth Arguilla EMAIL: \_\_\_\_\_  
 NAME OF EVENT: GEP Fundraiser LOCATION: King Hall Main Walkway  
 EVENT DATE: 2/27/18 BEGIN TIME: 9 am END TIME: 5 pm ESTIMATED ATTENDANCE: 250

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

- BENEFITS TO PROCEED    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 COMPETITION     FOREST/PARK CLEAN-UP     INTERNATIONAL TRAVEL  
 BEACH CLEAN-UP     INDOOR/OUTDOOR COOKING     DOMESTIC TRAVEL  
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

Golden Eagle Productions will host a fundraiser in order to create the give funds to student productions and purchase lighting equipment.

WHO IS INVITED (CHECK ALL THAT APPLY):

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

Events intended for the general Cal State LA 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, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form)    NO     YES

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: Portos Bakery

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 \_\_\_\_\_ PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.  
 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, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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 of California, Los Angeles. 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.

PROCESSED

FEB 03 2018

na/b

**STATEMENT REGARDING PROCEEDS TO BENEFIT TRANSACTIONS**

As officers of this recognized student organization at Cal State LA, we affirm that all proceeds raised or assets assigned will be used solely for the benefit of the organization as a whole. Further, it is affirmed that no proceeds or assets of this organizations will accrue to the benefit of any officer, member, or any private person. We also affirm that all proceeds transactions for this event will comply with all University policies and procedures including but not limited to ICSUAM Policy 3141.01 and the Cal State LA Student Organization Funds Administration Policy.

**Describe the admission charge, registration, participation fee, or any proceeds that will be raised to benefit the organization. Please include how much the organization will be charging for any of these proceeds.**

*each pastry will cost about \$2.00 each. All \$ goes back to org.*

PRESIDENT: *Miranda Meza*

SIGNATURE: *Miranda Meza* DATE: *1/29/2018*

TREASURER: *Elizabeth Arguiter*

SIGNATURE: *Elizabeth Arguiter* DATE: *1/29/2018*

**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. More information can be found online in the Student Organization Handbook.

- 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 Student Conduct.
- ALCOHOL:** In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to Serve Alcoholic Beverages form in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material 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 LA."
- GENERAL RELEASE:** If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

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. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATIONS MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG/OFFICER'S NAME: *Elizabeth Arguiter* SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): *Elizabeth Arguiter* DATE: *1/29/2018*  
 ADVISOR'S NAME: *John Ramirez* SIGNATURE: *John Ramirez* DATE: *1/29/2018*

**ACKNOWLEDGMENT - FOR OFFICE USE ONLY**

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: *[Signature]* DATE: *2-2-18*  
 CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

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:**

CALIFORNIA STATE UNIVERSITY, LOS ANGELES  
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 2/27/2018 Estimated Attendance: 250

Name of Event: GEP Fundraiser

Type of Event: Fundraiser Location: # Main Walkway (King Hall)

Sponsoring Organization: Golden Eagle Productions

Authorized Representative: Elizabeth Arguilez Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Time:  
Access Time: 9 a.m./p.m. to 5:30 a.m./p.m.  
Event Time: 9 a.m./p.m. to 8:00 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. Portas pastries: potato balls, cheese & guava rolls. chicken empanadas; cookies; meat pie cheese rolls.

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

List all beverages to be sold/served: no beverages will be sold.

Where will beverages be prepared or purchased? N/A

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: Box, napkins, safety gloves.

**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.

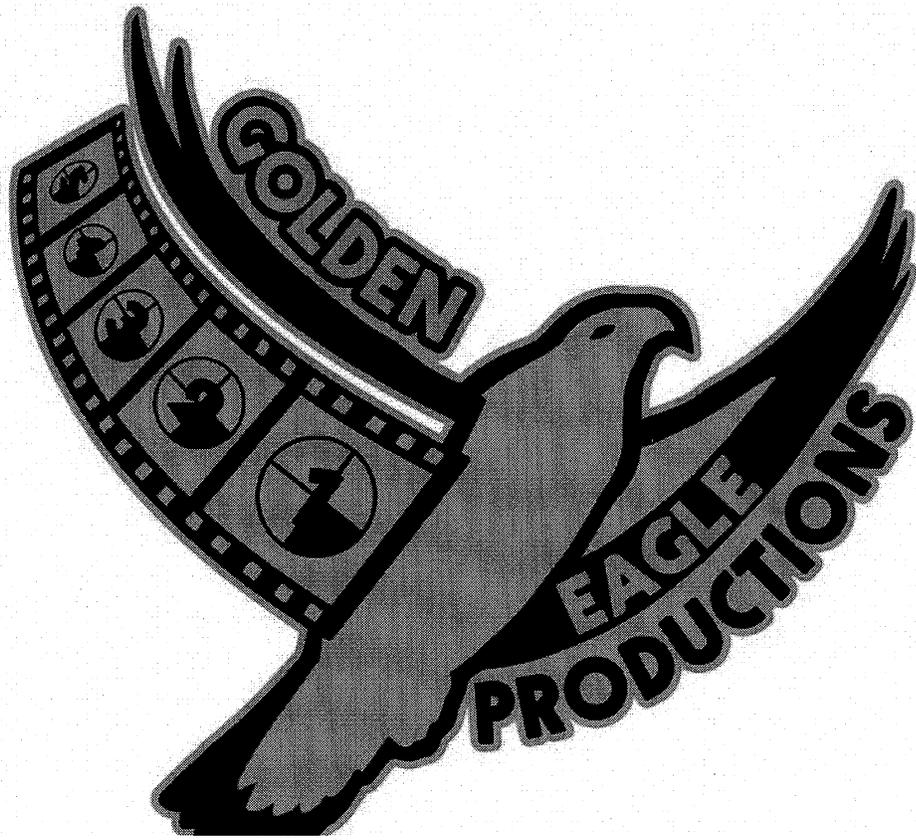
1. Signature of Sponsoring Organization Chairperson: [Signature]  
 Authorized Representative to be present at event: Elizabeth Arguilez

2. Center for Student Involvement (UU 204) (Student Organizations Only): \_\_\_\_\_ Date: 2-7-18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): \_\_\_\_\_ Date: 2-7-18

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] Permit No. 18-127 Date: 2-7-18

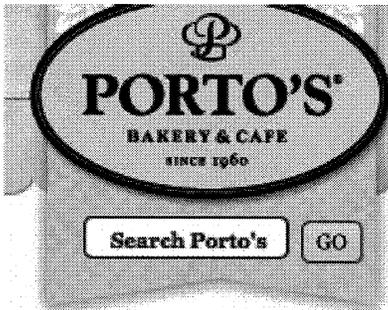
RECEIVED  
21518 CA  
Revised 05/2012



Come to our fundraiser!!!

When: February 27, 2018 from 9-5 PM

Where: King Hall Main Walkway



BAKERY

CAKES

CAFE

CATERING

SEE ITEMS ONLY FOR:

All Stores

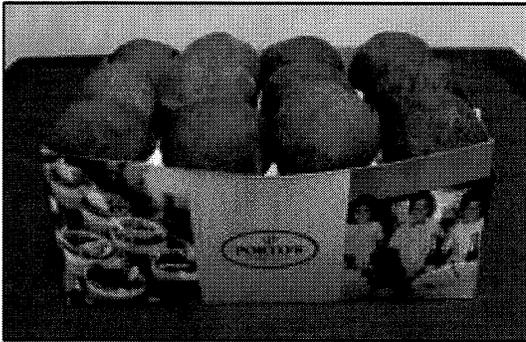
Burbank

Glendale

## Potato Ball<sup>TM</sup> - stuffed potato, dozen

Item prices are subject to change and items including designs, may slightly differ from picture shown.

Available in: Burbank Glendale Downey



### Availability

Made daily for walk in sale

Advance order available with restrictions

24 hour advance order required

### Description

A soft mashed potato ball filled with seasoned ground beef, fried to golden brown. Minimum 4 dozen to pre-order. Delivered cold for later heating. If requested hot, they will be heated upon your arrival and delivered in an aluminum foil pan with lid (additional charge). Please allow 10-15 minutes for heating.

### Price

\$11.52

### Feeds Approximately

Add To Wishlist

### Similar I

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A look at: [Burbank](#) [Glendale](#) [Downey](#)

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**CAKES**

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[Downey](#)

## *Meat pie (pastel de carne) dozen*

*em prices are subject to change and items including designs, may slightly differ from picture shown.*

available in: [Burbank](#) [Glendale](#) [Downey](#)



### Description

Puff pastry filled with seasoned ground beef. Minimum 4 dozen to preorder.

### Price

\$11.64

### Feeds Approximately

### Similar Items Also /

availability



A look at: [Burbank](#) [Glendale](#) [Downey](#)

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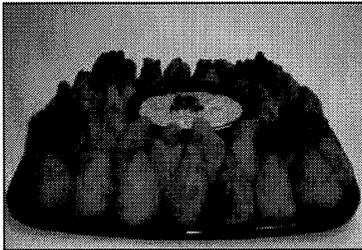
## Chicken croquette (party sized)

[Like 15](#) [Tweet](#)

[Share](#) [12](#)

Item prices are subject to change and items including designs, may slightly differ from picture shown.

Available in: [Burbank](#) [Glendale](#) [Downey](#)



### Availability

Advance order available with restrictions  
24 hour advance order required

### Description

Chicken croquettes are made from a mix of ground chicken seasoned with our special blend of herbs and spices, coated in panko bread crumbs, and fried to perfection. Can be perfectly accompanied by a side of chipotle dipping sauce (may be purchased separately). Delivered cold for later heating. Platter available at additional charge.

### Price

[view details](#)

### Feeds Approximately

#### Options:

**Chicken croquette (party sized- 25 count)**

[Add To Wishlist](#) **Price: \$15.00**

**Chicken croquette (party sized- 50 count)**

[Add To Wishlist](#) **Price: \$30.00**

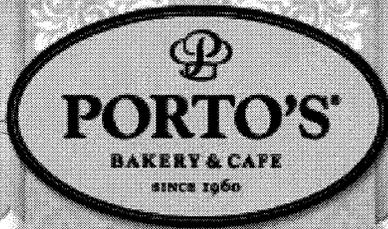
### Similar Items Also Available:



#### Chicken Croquette

[View Details](#)

**Price: \$0.99**



Search Porto's

GO

A look at: *Burbank Glendale Downey*

**BAKERY**

**CAKES**

**CAFE**

**CA'**

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 **All Stores**

**Burbank**

**Glenc**

## *Refugiado T.M. guava & cheese pastry*

*Item prices are subject to change and items including designs, may slightly differ from picture shown.*

Available in: **Burbank Glendale Downey**



### Description

Flaky puff pastry filled with guava and cream cheese.  
Minimum 4 dozen to preorder.

### Price

**\$10.56**

Feeds Approximately

[Add To Wishlist](#)

### Availability

Made daily for walk in sale

Advance order available with restrictions

24 hour advance order required