

Associated Students, Inc.

Funding Request Form

2017-18

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: Early Entrance Program
 Event Title: Donuts and Coffee Sale
 Date(s) of Event: 10/16/18 Semester: Fall
 Location of Event: In front of King Hall
 Expected Total Attendance: 80
 Expected Attendance of Cal State LA Students: 80

Event Description and Total Cost Breakdown

Briefly describe the event:

This event is a fundraiser for our club to generate funds for our events and services to club members.

Is the event open to all Cal State LA students?: Yes

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

It will provide Calstate LA students with an affordable food choice for lunch.

Hospitality

Description	Amount
Original Glazed Dozen Donuts	\$7.99
Assorted Dozen Donuts	\$8.99
Double Dozen Deal Donuts	\$44.97
Starbucks Travel Jugs	\$50.85

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Original Glazed Dozen Donuts Tax	\$0.76
Assorted Dozen Donuts Tax	\$0.85
Double Dozen Deal Donuts Tax	\$4.27
Starbucks Travel Jugs Tax	\$4.83

Event Summary

For Office Use Only • Do Not Write Below

Total Cost of Event: \$123.51
 Amount Requested from A.S.I.: \$123.51
 Amount from other sources: \$0.00

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: JK

2018 10 30 15:13:43

FROM THE
ENTRANCE

ASU ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

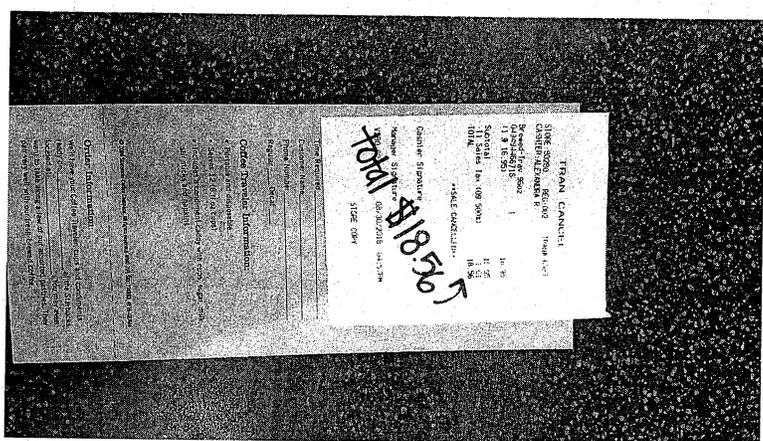


STARBUCKS COFFEE AND CRISPY KREME FUNDRAISER



11-2PM
OCTOBER 20
IN FRONT OF KING HALL

Item	Unit Price	Quantity	Subtotal	Tax	Total
Original Glazed Dozen	\$7.99	1	\$7.99	\$0.76	\$8.75
Assorted Dozen	\$8.99	1	\$8.99	\$0.85	\$9.84
Double Dozen Deal	\$14.99	3	\$44.97	\$4.27	\$49.24
Starbucks Travel Jugs	\$16.95	3	\$50.85	\$4.83	\$55.68
					\$123.52



FOOD

Doughnuts

SIZE PRICE

Original Glazed	1 Pc.	\$0.99
Original Glazed	Dozen	\$7.99
Assorted Varieties	1 Pc.	\$1.09
Assorted Varieties	Dozen	\$8.99
Specialty Doughnut	1 Pc.	\$1.29
Specialty Doughnuts	Dozen	\$11.39
Double Dozen Deal – Original Glazed and Assorted Varieties	2 Dozen	\$14.99

TRAN CANCEL

STORE:80280 REG:002 TRAN#:6987
CASHIER:ALEXANDRA R

Brewed-Trav 96oz
049494466718 T
(1 @ 16.95) 16.95
Subtotal 16.95
T1 Sales Tax (09.500%) 1.61
TOTAL 18.56

SALE CANCELLED

Cashier Signature

Manager Signature

V180 02 08/30/2018 04:57PM

STORE COPY

total \$18.56 ↗

SECRET MENU >

FOOD

SIZE

PRICE

Doughnuts

	Original Glazed	1 Pc.	\$0.99
	Original Glazed	Dozen	\$7.99
	Assorted Varieties	1 Pc.	\$1.09
	Assorted Varieties	Dozen	\$8.99
1 Shares	Specialty Doughnut	1 Pc.	\$1.29
	Specialty Doughnuts	Dozen	\$11.39
	Double Dozen Deal – Original Glazed and Assorted Varieties	2 Dozen	\$14.99
	Doughnut Holes	Cup	\$1.99
	Doughnut Holes	24 Pack	\$3.99
	Doughnut Holes	48 Pack	\$5.99
	Santa Belly, Snowman or Red Velvet Cake (Limited Time)	1 Pc.	\$1.29
	Santa Belly, Snowman or Red Velvet Cake (Limited Time)	Dozen	\$11.39

Hot Beverages

	Coffee Blends (Smooth, Rich, or Decaf)	Small	\$1.59
	Coffee Blends (Smooth, Rich, or Decaf)	Medium	\$1.79
	Coffee Blends (Smooth, Rich, or Decaf)	Large	\$1.89
	Brew Box	96 oz.	\$11.99
	Bagged Coffee	12 oz.	\$7.99
	Latte or Cappuccino	Small	\$2.49

10

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED



RECEIVED
NB 8/30/16

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: Early Entrance Program Club

PHONE: [REDACTED]

DATE: 10/18/16

EVENT CONTACT NAME: [REDACTED]

EMAIL: [REDACTED]

NAME OF EVENT: Coffee and Donuts Fundraiser

LOCATION: In front of King Hall

EVENT DATE:

BEGIN TIME: 11:00

END TIME: 2:00

ESTIMATED ATTENDANCE: 80

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):

A coffee and donut sale in front of King Hall.

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: Donuts and coffee will be bought

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 JL

If so, please affirm organization members and guests will not consume alcohol.

PLEASE LIST 2 TIPS TRAINED MEMBERS ON PAGE 2.

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-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 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.

\$2.00 per donut, \$2.00 per coffee cup, and \$3.00 for a coffee donut combo.

PRESIDENT: [Redacted]
TREASURER: [Redacted]

SIGNATURE: Amos Koo DATE: 8/30/18
SIGNATURE: John Lillis DATE: 8/30/18

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: [Redacted] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): John Lillis DATE: 8/30/18
ADVISOR'S NAME: [Redacted] SIGNATURE: [Signature] DATE: 8/30/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 9/14/18
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: _____
 - DEPT. OF PUBLIC SAFETY DATE: _____
 - ATHLETICS DATE: _____
 - FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

WB 8/30/18

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

COMPLETED

Date of Event: 10/18/18 Estimated Attendance: 80

Name of Event: Coffee and Donuts Fundraiser

Type of Event: Food Sale Location: In front of King Hall

Sponsoring Organization: Early Entrance Program Club

Authorized Representative: [Redacted] Phone: [Redacted] Fax: _____

Time:
Access Time: 10:30 am a.m./p.m. to 11:00 am a.m./p.m.
Event Time: 11:00 am a.m./p.m. to 2:00 pm 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. Krispy Kreme glazed donuts, Krispy Kreme assorted donuts, Starbucks black coffee

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]?
Krispy Kreme Doughnuts, 4034 Crenshaw Blvd, Los Angeles, CA 90008

List all beverages to be sold/served: Black Coffee

Where will beverages be prepared or purchased? Starbucks, 1410 S Atlantic Blvd, Alhambra, CA 91803

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

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: John Ellis
Authorized Representative to be present at event: [Redacted]

2. Center for Student Involvement (UU 204) (Student Organizations Only): _____ Date: 8/30/18

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): amy perry Date: 8/30/18

4. Environmental Health & Safety (Corporate Yard Bldg. 244): Dan Shouar Permit No. 18-532 Date: 8/30/18

