

ASI Associated Students, Inc.

Funding Request Form

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

2018-19

Necessary Documents:

- Event Flyer w/ ASI 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: American Society of Civil Engineers
 Event Title: ASCE Food Fundraisers
 Date(s) of Event: 2/18,19,20,25,26,27 Semester Select On
 Location of Event: In front of the library near the book store
 Expected Total Attendance: 150
 Expected Attendance of Cal State LA Students: 150

Event Description and Total Cost Breakdown

Briefly describe the event:

The fundraisers are to sell food like: pizza, nachos, chips, banh mi, and boba to students in order to raise funds for our annual conference costs.

Is the event open to all Cal State LA students?: Select One.

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

The program will allow students to get a variety of different food and snacks while supporting other students to attend the conference which enhances their engineering skills.

Hospitality

Description	Amount
Pizza	\$393.12
Chips (takis, nacho, lays)	\$188.10
Cheese	\$67.76
Drinks (water, soda, gatorade)	\$123.01

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount
Banh Mi	\$115.24
Boba	\$197.55

Event Summary

Total Cost of Event: \$1,084.78
 Amount Requested from ASI: \$1,084.78
 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

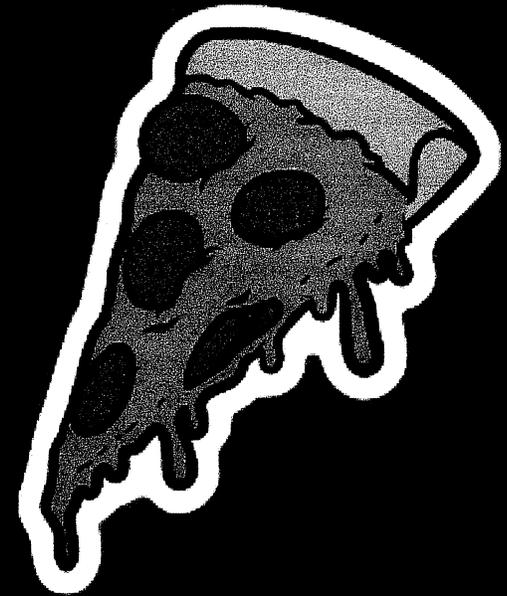
staff initial: SK
LN

19 FEB 14 6:02:12

Cal State LA ASCE

Pizza and Banh
Mi Fundraisers

Stop on by and grab
lunch or a snack!



Items sold

Pizza - \$2/slice

Soda - \$1/can

Gatorade - \$2/bottle

Chips - \$1/bag

Nachos - \$2/tray

Banh Mi

\$3/half-sandwich

Boba

\$3/drink

Mon. - 2/12, 2/19

11am - 5pm

Tues. - 2/13, 2/20

11am - 5pm

Wed. - 2/14, 2/21

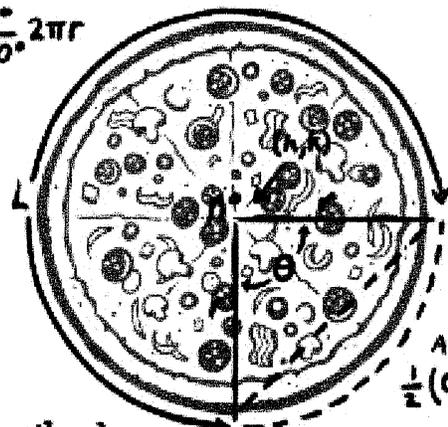
11am - 5pm

LOCATED

In front of the library

PIZZA π SLICE GEOMETRY

$$L = \frac{n^\circ}{360^\circ} 2\pi r$$



$$A(\text{segment}) = \frac{1}{2} (r^2 \theta - r^2 \sin \theta)$$

ASCI

ASSOCIATED STUDENTS, INC.

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

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: American Society of Civil Engineers (ASCE) PHONE: [REDACTED] DATE: 1/28

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: ASCE Food Fundraisers LOCATION: In front of the library

EVENT DATE: 1/29/18 2/18/18 1/19/18 2/25/18 1/27/18 BEGIN TIME: 11:00 AM END TIME: 5:00 PM ESTIMATED ATTENDANCE: 100

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

- PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: [REDACTED] SPEAKER/PANEL

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

- SPORTS ACTIVITY OR COMPETITION BEACH/FOREST/PARK CLEAN-UP INTERNATIONAL TRAVEL
 BONFIRE INDOOR/OUTDOOR COOKING DOMESTIC TRAVEL
 AMPLIFIED SOUND ANIMALS

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

The event will be to raise funds for our club so that we can pay for our annual Pacific SouthWest Conference (PSWC) which is hosted at SLO this year. The funds will be used for transportation, lodging, and building materials. The event will consist of food and drinks to sell to the public in order to raise the funds.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

- PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: fb - /CalStateLaASCE OTHER: [REDACTED]

WHO WILL BE 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 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 [REDACTED]

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Costco, Banh Mi

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 [REDACTED] PLEASE LIST 2 TIPS and SVPT 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.

1/29/18

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.

Banh Mi - \$3 per half sandwich, \$5 for full, Boba - \$3 per drink
 Pizza - \$2 per slice, Drinks - \$1 per pepsi drink
 Pins - \$1.50 each

PRESIDENT: [Redacted] SIGNATURE: [Redacted] DATE: 1/29/19
 TREASURER: [Redacted] SIGNATURE: [Redacted] DATE: 1/29/19
 U-SU STUDENT ORGANIZATION ACCOUNT #: [Redacted] or APPROVED EXEMPT STATUS: CSI VERIFICATION

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 cert members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.

PUBLICITY: All publicity material must comply with University Administrative Procedures AP P003 and AP P007. All printed marketing to be used for marketing registered events are required to be stamped by CSI prior to their approved posting. Stamps can be obtained after the event has been registered. All printed material may be posted for up to a period of fourteen (14) calendar days. For student organizations, the "POSTED VALID THRU ___" stamp must be clearly visible on the face of the posting.

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): David [Redacted] DATE: 1/29/19
 ADVISOR'S NAME: [Redacted] SIGNATURE: [Redacted] DATE: 1/29/19

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204)

SIGNATURE:

DATE:

CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

[Signature]

1/29/19

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: _____
 OTHER: _____ DATE: _____ U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)

CALIFORNIA STATE UNIVERSITY, LOS ANGELES
TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

Date of Event: 2/12/13; 2/18, 19, 20, 25, 26, 27; 3/4, 5, 6; 3/11, 12, 13 Estimated Attendance: 100

Name of Event: ASCE Food Fundraisers

Type of Event: Food Fundraiser Location: In front of library near King Hall

Sponsoring Organization: American Society of Civil Engineers

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

Time: Costco: 2207 W. Commonwealth

Access Time: 11:00 am a.m./p.m. to 5:00 am a.m./p.m.

Event Time: 11:00 am a.m./p.m. to 5:00 am a.m./p.m.

Banh Mi Che Cali; 135 S. San Gabriel Blvd.

- 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. Banh mi (sandwiches), Pizza, Chips

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? Costco, Banh mi Che Cali

List all beverages to be sold/served: Boba, pepsi drinks

Where will beverages be prepared or purchased? Costco, Banh mi Che Cali

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: _____
Food will be transported prior to the 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.

1. Signature of Sponsoring Organization Chairperson: David Sur _____
Authorized Representative to be present at event: [Redacted]

2. Center for Student Involvement (UU 204) (Student Organizations Only): _____ Date: 1.28.19

3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314): [Signature] _____ Date: 1/28/19

4. Environmental Health & Safety (Corporate Yard Bldg. 244): [Signature] _____ Date: 1/28/2019
Permit No.: 19-064

Requestor Information

Name of Sponsoring club/organization: American Society of Civil Engineers
 Reservation Contact Name: [Redacted] Event Contact*: [Redacted]
 Phone number: [Redacted] Phone Number: [Redacted]
 Email: [Redacted] Email: [Redacted]
 Faculty/Staff Advisor Name: [Redacted] Email: [Redacted]

*The Reservation Contact must be listed on the Student Organization Officer Information Form as registered by the Center for Student Involvement and their signature is required on the subsequent reservation confirmation form.
 ** The Event Contact does not have to be listed on the Student Organization Officer Information Form. The Event Contact will be able to check in, revise, and sign for the Reservation Confirmation once it has already been signed by the Reservation Contact, but will be unable to add or change the Event Contact.

Event Information

Date	Start Time	AM	PM	End Time	AM	PM
2/18	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/19	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/20	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/25	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/26	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/27	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/4	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/5	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/6	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/11	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/12	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/13	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/12	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2/13	11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Preferred Location: 1st choice: 2nd choice:

Initial DS I understand the U-SU does NOT provide equipment (e.g. tables, canopies and chairs) to locations outside of the U-SU Plaza and U-SU Walkway.

Purpose for tabling is to provide: General Information Food Sale/Distribution** Fundraiser**

If food will be distributed and/or sold, please describe:

**A Temporary Food Permit & Event Registration Form will be required if food will be sold or distributed during regular information tabling or for fundraising.

Decorations or banners/signs/letters will be displayed. Yes No If so, specify what type:

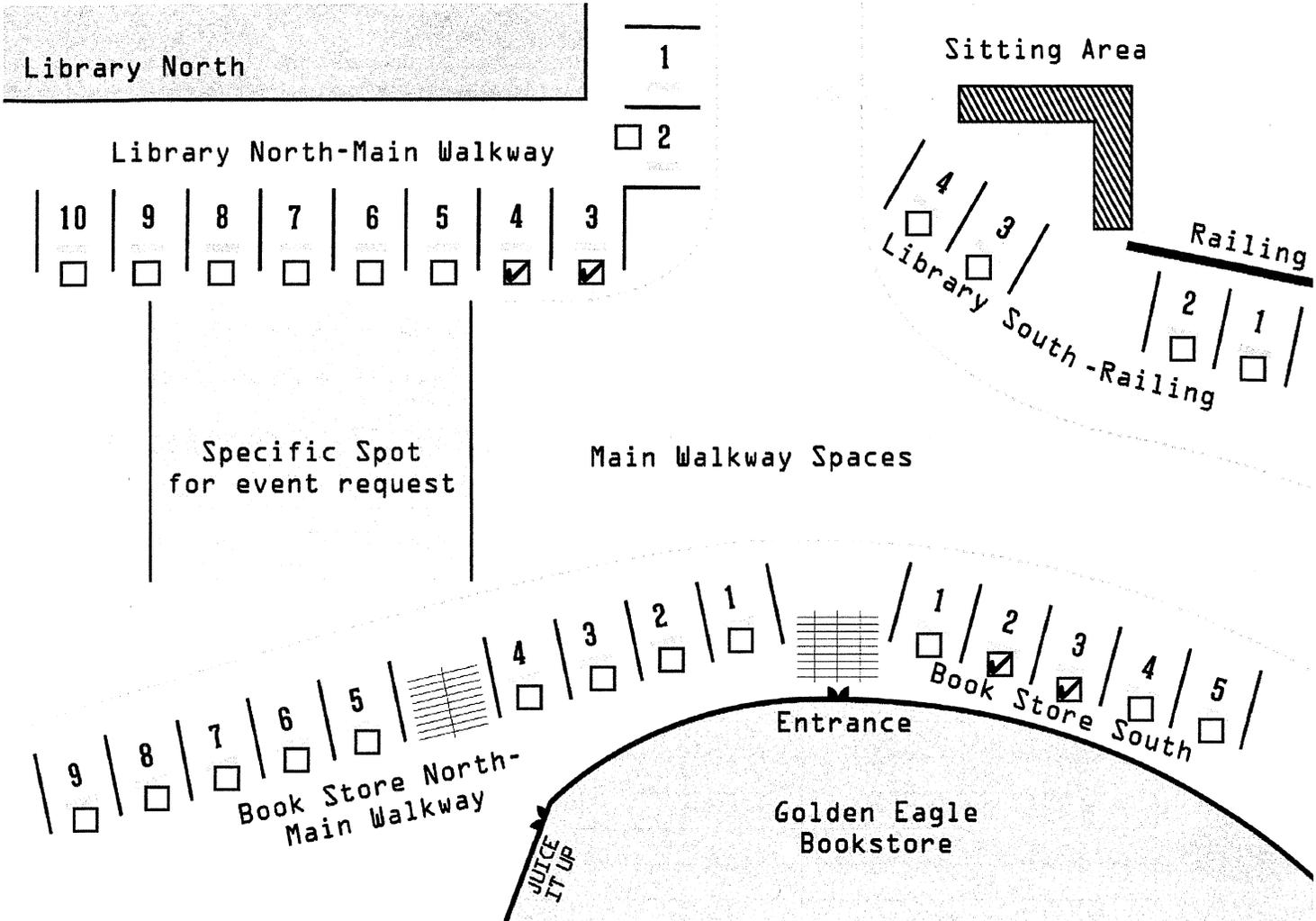
Will there be amplified sound of any kind? Yes No **An approved amplified sound permit and event registration form will be required.

Requestor's Signature: David Im Date: 1/29/19

For Office Use Only:

Confirmation by the Administration and Finance Office Initials: _____ Date: _____

Areas Requested	Day(s)	Time(s)



Reservation Agreement

DD I understand initialing this agreement gives me the responsibility to pass this information to either the main contact or the event contact of this event.

Name: American Society of Civil Engi- [REDACTED]

DD I understand that failure to come and sign my Reservation Confirmation after 2 business days from notification, will result in an **automatic cancellation**.

DD I understand **ALL** events must be finalized **NO** later than 2 business days prior to the event date.

DD I understand if no update on reservation request is received 3 business days after submitting Request Form, it is the sponsor/department/club/organization's responsibility to follow up with our office.

DD I understand I, or my event contact, will need to present an ID in order to check-in the day of the event, and **ONLY** I or my event contact can sign and/or make changes to the reservation.

DD I understand my reservation must be canceled **2 business days** prior to the event date, or it will be considered a No-Show.

DD I understand that submitting requests less than **10 business days** in advance does not guarantee my paperwork will be processed in time.

Name of Item	Vendor	Address	Cost	Quantity (Qty)	Quantity (to 25%)	Taxes	Subtotal
Pizza	Costco	2207 W COMMONWEALTH	\$9.95	12	36	\$34.92	\$393.12
Nacho Chips	Costco	2207 W COMMONWEALTH	\$3.79	4	12	\$4.43	\$49.91
Lays Chips	Costco	2207 W COMMONWEALTH	\$14.99	2	6	\$8.77	\$98.71
Takis Chips	Costco	2207 W COMMONWEALTH	\$11.99	1	3	\$3.51	\$39.48
Cheese	Costco	2207 W COMMONWEALTH	\$10.29	2	6	\$6.02	\$67.76
Water	Costco	2207 W COMMONWEALTH	\$3.39	1	3	\$0.99	\$11.16
Gatorade	Costco	2207 W COMMONWEALTH	\$15.99	1	3	\$4.68	\$52.65
Pepsi Drinks	Target	2120 W Main St, Alhambra	\$8.99	2	6	\$5.26	\$59.20
						Total	\$771.99



Frito Lay Classic Mix, Variety Pack, 1 oz, 54-count
 Item #10202
 Your Price **\$14.99**
 Delivery Fee **\$3.00**
 Free For Purchase: \$3.00
 2 Business Day Delivery when ordered by 12pm
 No separate delivery fee with 2 Day orders of \$75 or more
 (25 order maximum applies to 2 Day items only, NOT the total order value)
 May be available in Warehouse at a lower recommended price
 Features:
 • 54 oz. Total Net Weight



Takis Mini Fuego Tortilla Chips, 1 oz, 46-count
 Item 104165
 Your Price **\$11.99**
 Delivery Fee **\$3.00**
 Free For Purchase: \$3.00
 2 Business Day Delivery when ordered by 12pm
 No separate delivery fee with 2 Day orders of \$75 or more
 (25 order maximum applies to 2 Day items only, NOT the total order value)
 May be available in Warehouse at a lower recommended price
 Features:
 • 10 Flavors
 • 2 1/2 lbs Total
 • 100% Corn
 • Gluten Free
 • Made in Mexico



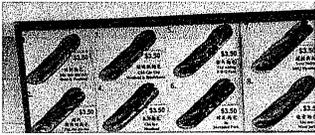
Que Bueno Nacho Cheese Sauce, #10 can
 Item 10101
 Delivered Price **\$12.29**
 Less: **\$2.00**
 Your Price **\$10.29**
 Delivery Fee **\$3.00**
 Free For Purchase: \$3.00
 2 Business Day Delivery when ordered by 12pm
 No separate delivery fee with 2 Day orders of \$75 or more
 (25 order maximum applies to 2 Day items only, NOT the total order value)
 May be available in Warehouse at a lower recommended price
 Features:
 • 100% Real Cheese
 • 100% Natural
 • No MSG
 • No Artificial Flavors
 • No Artificial Colors
 • No Artificial Preservatives
 • No Artificial Sweeteners
 • No Artificial Trans Fats
 • No Artificially Flavored
 • No Artificially Colored
 • No Artificially Preserved
 • No Artificially Sweetened
 • No Artificially Flavored
 • No Artificially Colored
 • No Artificially Preserved
 • No Artificially Sweetened



Gatorade Thirst Quencher, Core Variety Pack, 12 fl oz, 28-count
 Item 102102
 Your Price **\$15.99**
 Delivery Fee **\$3.00**
 Free For Purchase: \$3.00
 2 Business Day Delivery when ordered by 12pm
 No separate delivery fee with 2 Day orders of \$75 or more
 (25 order maximum applies to 2 Day items only, NOT the total order value)
 May be available in Warehouse at a lower recommended price
 Features:
 • Refreshing
 • Low Sugar
 • Low Carb
 • No Artificial Flavors
 • No Artificial Colors
 • No Artificial Preservatives
 • No Artificially Flavored
 • No Artificially Colored
 • No Artificially Preserved
 • No Artificially Sweetened



About this item
 24 Pack
 12 fl oz
 100% Recycled Plastic
 100% Recycled Paper
 100% Recycled Cardboard

Name of Item	Vendor	Address	Cost	Quantity/Day	Quantity (3 Days)	Taxes	Subtotal	Picture
Banh Mi	Banh Mi Che Cali	135 S San Gabriel Blvd.	\$3.50	10	30	\$10.24	\$115.24	
Boba	Banh Mi Che Cali	135 S San Gabriel Blvd.	\$3.00	20	60	\$17.55	\$197.55	
Total							\$312.79	
Grand Total							\$1,084.78	