

**FUNDING REQUEST FORM**

2019-2020

**PART 1 - NOTICE & CHECKLIST**

**IMPORTANT**

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. 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.

- EVENT FLYER WITH ASI LOGO    
  CSI EVENT REGISTRATION FORM    
  ESTIMATES/FOOD PERMITS    
  EVENT ESTIMATES / INVOICES

**PART 2 - CONTACT & ORGANIZATION**

OF [REDACTED]  
 TITLE [REDACTED]  
 ADDRESS [REDACTED]  
 CITY [REDACTED]  
 PHONE [REDACTED]  
 SIGNATURE: *[Signature]*

CLUB/ORG: STUDENT ACADEMY OF AUDIOLOGY  
 EVENT TITLE: SAA PORTO'S FUNDRAISER  
 DATE(S) OF EVENT: 11/21/2019     SEMESTER: FALL  
 EVENT LOCATION: LIBRARY WALKWAY  
 EXPECTED ATTENDANCE: 65  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 65

**PART 3 - EVENT DESCRIPTION**

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO

**BRIEFLY DESCRIBE THE EVENT:**  
 WE ARE PLANNING ON FUNDRAISING TO DONATE MONEY TO THE HEARING LOSS ASSOCIATION OF AMERICA, AND TO ASSIST MEMBERS WITH REGISTRATION FEES TO ATTEND THE AMERICAN ACADEMY OF AUDIOLOGY CONFERENCE

**HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?**  
 PORTION OF THE PROCEEDS WILL GO TOWARDS AN EDUCATIONAL CONFERENCE WHERE MEMBERS WILL GET EXTRA AWARENESS OF HEARING CONSERVATION

**PART 4 - COST BREAKDOWN**

HOSPITALITY	DESCRIPTION:	AMOUNT:
	PORTO'S	203.16

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

**PART 5 - EVENT SUMMARY**

TOTAL COST OF THE EVENT     203.16  
 TOTAL REQUESTED FROM ASI     203.16  
 AMOUNT FROM OTHER SOURCES    

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 [REDACTED]

**OFFICE USE ONLY**

STAFF INITIALS *AM*

TIME STAMP:

SEP 27 AM 10:28



# Student Academy of Audiology Fundraiser



**Come get some delicious Porto's  
pastries and potato balls!**

**Support your local SAA chapter!**

Proceeds will benefit Hearing Loss Association of America's Walk4Hearing

**November 21, 2019 10:00 a.m. – 3:00 p.m.**

Find us near the library across from the bookstore

**Student  
Academy of  
Audiology** 

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



UNIVERSITY  
STUDENT UNION

Event Registration

Porto's Fundraiser 11/21

Submitted By: [REDACTED] on 9/26/2019 6:38:59 PM

[APPROVED]

### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

Please select the type of organization who will be hosting this event.

Student Organization

### Event Name

Porto's Fundraiser 11/21

### About the event

Please describe what this event is about and include all intended activities that will take place.

Fundraising for our members to attend the American Academy of Audiology Conference.

### Host Organization Name

What Organization/Department is hosting the event?

Student Academy of Audiology

### Estimated Attendance

65

### Time & Location

#### Start Date/Time

11/21/2019 - 10:00 AM

#### End Date/Time

11/21/2019 - 3:00 PM

On campus

## On Campus Locations

Campus Walkway Spaces (Book Store/King Hall/Library North &South/ Main/ Salazar)

## Specific Address/Location Information

Include on campus room/site information or off campus address. Note, submitting this Event Registration form will not confirm your event space.

Main Library Walkway

## Student Organization Officer and Advisor Contact Information

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval prior to CSI approval.

### Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

### Officer Contact Phone Number

[REDACTED]

### Contact Email

Provide the officer's email address.

[REDACTED]

### Organization Advisor Phone Number

[REDACTED]

### Organization Advisor Name

[REDACTED]

### Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. Both off and on-campus events must also have a confirmed reservation prior to marketing. 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 "POSTING VALID THRU \_\_\_\_" stamp must be clearly visible on the face of the posting.

Social Media

**Social Media Site**

Instagram

**Social Media Handle**

@csula\_saa

**Who is invited to this event?**

General Public

**Will off-campus media be notified about this event?**

No

Tags

FUNDRAISING

**Cover Image**

Please select an image that corresponds to your event.



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.  
Proceeds to Benefit (Fundraisers, Tabling Selling Food/Items, Collecting Donations)

### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

### Amplified Sound Permit Upload\*

You've indicated your on campus event will have amplified sound. Please submit an approved permit form. Below you will find the link to the form that needs to be approved by CSI.

[12d36a0f-5953-433a-abe2-c17c88b39842.pdf](#)

### Will the event have security?

No

### Will food be served at the event?

Yes

**Who will be providing the food?**

Student Organization

**Temporary Food Facility Form Upload\***

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering. Check the resources section below for a link to the form.

8341fbb7-8e70-4980-b375-4315560c9739.pdf

**Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization**

Yes

**Will a movie be shown at this event?**

No

**Will alcohol be served at this event?**

No

**Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?**

If yes, the organization affirms that members and guests will not consume alcohol at the event.

No

**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. How will these benefit the organization?

Proceeds from fundraiser for our members to attend the American Academy of Audiology Conference

**How does your organization meet the Student Organization Funds Administration Policy?**

Subject to verification.

University-Student Union Account

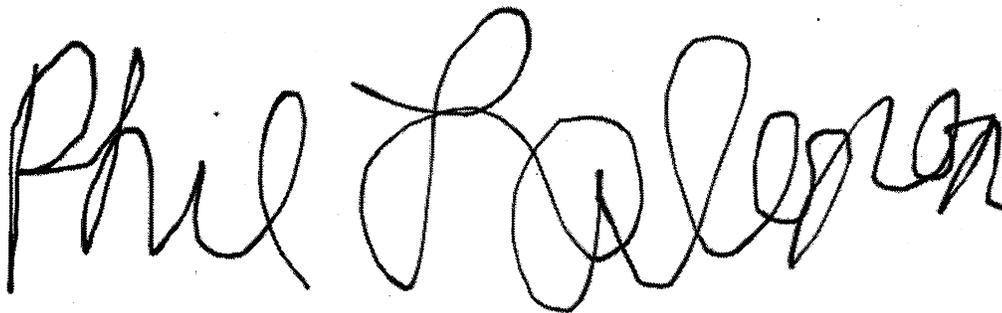
## U-SU Student Organization Account #

BC 136

### Acknowledgment

AS AN OFFICER OF THIS ORGANIZATION, 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.

### Signature Pad Field

A handwritten signature in black ink that reads "Phil Halpern". The signature is written in a cursive, flowing style.

### Event Guidelines & Resources

#### Student Organization 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 the Office of the Dean of Students.

**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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines can be found in the Student Organization Handbook.

**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 "POSTING VALID THRU \_\_\_\_" stamp must be clearly visible on the face of the posting.

**General Release Waiver Forms:** 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.

## Student Organization Event Resources

### Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

### Additional Resources

#### University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

#### Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
  - Filming Request Application
-

# CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Temporary Food Facility Permit and Food Handlers Certificates MUST be posted during the event. Request for Authorization to Offer / Sell Potentially Hazardous Food

- To ensure that adequate measures are taken to prevent food borne illness, all Cal State LA Student Organization / Colleges and Departments not licensed to sell food in Los Angeles County must complete Food Safety and Handling training and submit this Temporary Food Permit for Authorization.
- Vendors, Food trucks, Caterers must submit their Public Health Permit, LA County License to sell, Catering Permit and Insurance of liability along with this form.
- This form must be completed at least ten (10) business days prior to the event.
- Cal State LA Temporary Food Permit, Food Handlers Certificates and the LA County Food Permit MUST be visibly posted.
- For a description of what types of foods are considered potentially hazardous, please refer to the guidelines / links on the last page.
- Attach Food Handler Certificates to this form / permit.
- Permit must be signed by Sponsoring Organization Chairperson Representative, Center for Student Involvement, University Auxiliary Services prior to EH&S approval.
- Note: For Private (not open to public) meetings the temporary food permit is not required.

Date of Event: November 21, 2019 Estimated Attendance: 65

Name of Event: Portos Fundraiser,

Type of Event: Fundraiser Location: Cal State LA-Library Walkway

Sponsoring Organization: Student Academy of Audiology

Authorized Representative: [REDACTED] Phone: [REDACTED] Fax: [REDACTED]

Time: \_\_\_\_\_

Access Time: \_\_\_\_\_ 10 a.m./p.m. to 3 a.m./p.m. 4842 Firestone Bl

Event Time: \_\_\_\_\_ 10 a.m./p.m. to 3 a.m./p.m. Downey 90241

Type of Food Service:

- Snacks     Catering  
 Food Sale     Other (describe below)

(Provide Caterer's / Market's / Restaurant's complete name and address in space above this box; see Paragraph 6.2(e) in Temporary Food Guidelines for further instructions.) For additional address you may add a page.

Describe Other: N/A

List all food and potentially hazardous food (see Temporary Food Guidelines for definition) items to be sold/served (include ingredients), use back of page if necessary. \_\_\_\_\_

Pastries, potato balls,

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

List all beverages to be sold/served NONE

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: N/A

19.526

**Agreement:** For the privilege of selling foods and/or beverages on campus, the Sponsoring Organization shall complete online Food Handler Training prior to sell / offer food, agrees to read, understand, and comply with the Cal State LA 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) Student Organizations registered with Student Life and in good standing are automatically covered under the CSU Club Liability Insurance Program (CLIP). If a Certificate of Insurance is required, the Student Organization should contact Risk Management and EH&S.

**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 business days prior to the activity for proper reviews and approvals; otherwise there is no guarantee of completion by the event date.

For additional names and signatures you may add a page. Minimum of two food handlers required who must be present during the entire event.

Link for Food Handler's Training: <https://ds.calstate.edu/?svc=skillsoftstudent&env=prod&org=calstatela>

Certificate Expires one year from the initial completion date.

Food Handler's Name	Food Handler's Signature
[Redacted]	Eddie Segura
[Redacted]	Phil [Redacted]

All signatures shall be obtained in the following order. Student organizations need all signatures; other organizations 1, 3 and 4 only.

*Phil [Redacted]*

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1. Signature of Sponsoring Organization Chairperson Authorized Representative to be present at event

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2. Center for Student Involvement (USU 204) (Student Organizations Only) Date

*[Signature]* *[Signature]* 9/20/19

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3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314) Date

*[Signature]* 9/20/19

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4. Environmental Health & Safety (Corporate Yard Bldg. 244) Permit No. Date

*[Signature]* 19-526 9/24/19

Revised 07/2019

Print

# CERTIFICATE

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OF COMPLETION

This is to certify that



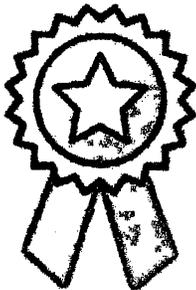
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 11, 2019**



**skillsoft** 

Print

# CERTIFICATE

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OF COMPLETION

This is to certify that



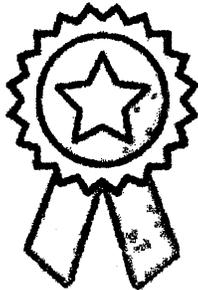
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Sep 10, 2019**



**skillsoft** 

# Porto's Bakery & Café

Phone: 702-704-5273

Fax:

Web: [www.portosbakery.com](http://www.portosbakery.com)

Porto's Bakery & Café  
8233 Firestone Blvd.  
Mon-Sat 7am-8:30pm, Sun 7am-6pm  
Downey CA 90241

Order Number: 886555  
Date of Order: 22-SEP-19 19:24 By: jessica-b  
Customer name: Cal State University SAA  
Method of payment: Cash On Delivery

Bill to:

Cal State University SAA

PN	Qty	Description	Tax Cat	Unit Price	Total Price
000201	100	Potato Ball (Papa Rellena)	Y R	1.05	105.00
000206	50	Refugiado (Guava & Cheese Strudel)	R	0.95	47.50
000209	30	Cheese Roll	R	0.85	25.50
000212	50	Chicken Empanada	Y R	1.19	59.50
		SUB-TOTAL			237.50
		TAXABLE SUB-TOTAL			164.50
		California sales tax @ 10.00%			16.45
		TOTAL			253.95
		Less Amount Received			0.00
		BALANCE DUE			253.95

General Comments: Savory items ROOM TEMP IN BOXES  
20% discount on product per Betty to benefit the Student Academy of  
Audiology at Cal State LA  
Customer will pay \$203.16

Contact person: EDDIE GUZMAN Phone: 702-704-5273

Pickup at Pre-Order Pickup Area on THURSDAY, NOVEMBER 21, 2019 AFTER 9:00AM