

# FUNDING REQUEST FORM

2019-2020

## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

- All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
- 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

OFFICE TITLE:		CLUB/ORG:	Baja SAE		
ADDRESS:		EVENT TITLE:	Costco Pizza Fundraiser		
CITY:		DATE(S) OF EVENT:	03/16/2020	SEMESTER:	SPRING <input checked="" type="checkbox"/>
PHONE:		EVENT LOCATION:	California State University		
SIGNATURE:		EXPECTED ATTENDANCE:	100+		
		EXPECTED CAL STATE LA STUDENTS ATTENDANCE:	100+		

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:  
 This Event will be hosted to fundraise for our team.  
 100% of the profits will go towards the team expenses.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 It gives the team an insight into the manufacturing world and how Cal State LA provides us with the opportunities.

## PART 4 - COST BREAKDOWN

	DESCRIPTION:	AMOUNT:		DESCRIPTION:	AMOUNT:
HOSPITALITY			HONORARIA / CONTRACTS		
MARKETING			OTHER	11 Pizzas	\$109.89
				Coke Sodas	\$24.36
				Sprite Sodas	\$24.36
				Chips	\$47.92
				Plates and Napkins	\$33.66

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$240.19

TOTAL REQUESTED FROM ASI \$240.19

AMOUNT FROM OTHER SOURCES 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 No other sources will fund this event.

### OFFICE USE ONLY

STAFF INITIALS *AM*

TIME STAMP: *20 FEB 20 11:46*





**Cal State LA Baja SAE**

# **Pizza Fundraiser**

**Monday, March 16th  
10am - 3pm**

**Find us in front of King Hall**

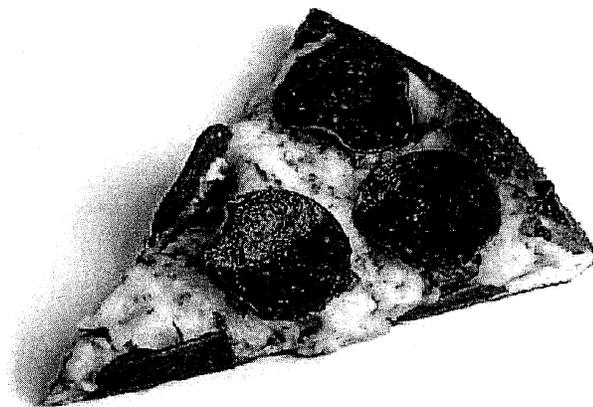
**PIZZA SLICE- \$2**

**DRINK- \$1**

**CHIPS-\$1**

**MAKE IT A COMBO- \$3**

**(pizza slice, drink, and Chips)**



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



**UNIVERSITY  
STUDENT UNION**

Event Registration

**Costco Pizza Fundraiser**

Submitted By [REDACTED] on 2/16/2020 10:24:39 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

### Host Organization Name

What Organization/Department is hosting the event?

Cal State LA Baja SAE

### Event Name

Costco Pizza Fundraiser

### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

30

### About the event

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

We will be selling Costco pizza, chips, and drinks. The profits will go towards our upcoming competition.

### Time & Location

#### Start Date/Time

03/16/2020 - 10:00 AM

#### End Date/Time

**How do you plan on marketing this event?**

Social Media

**Social Media Site**

Instagram

**Social Media Handle**

calstatelabajasae

**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.

organization

Yes

**Will you be requesting funding from Associated Students, Incorporated?**

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>

Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.  
For any other questions contact the Vice President for Finance by calling 323-343-4778.

**For this event, will your organization be seeking tax deductible private external fund raising support?**

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

No

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

No

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

Does your organization plan on serving alcohol at its 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?

The pizza will be \$3 each slice. 2 slices will be \$5. Chips and Soda will be \$1 each. A combination of a pizza, soda, and drink will be \$5.

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

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## 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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- External Space Request Form
  - Filming Request Application
-

All Departments > Grocery > Snacks > Chips

### Frito-Lay Classic Mix Variety Pack (30 pk.)

by Frito-Lay | Item # 373400 | Model # 028400019736 | ★★★★★ 4.7 (227) Write a review Ask a question



Top Rated

Save \$1.40 ~~\$13.99~~

\$11.98 \$0.23/oz

Qty

Ship this item

Qty

Pick up in club

Free shipping for Plus  
Enter a ZIP Code

Pick it up today  
El Monte, CA  
Check more clubs

Add to list

All Departments > Grocery > Beverages > Soda > Colas

### Coca-Cola (12oz / 35pk)

by Coca-Cola | Item # 535999 | Model # 028400019736 | ★★★★★ 4.8 (304) Write a review Ask a question



Best Seller

\$12.18 \$0.35/ea

Qty

Pick up in club

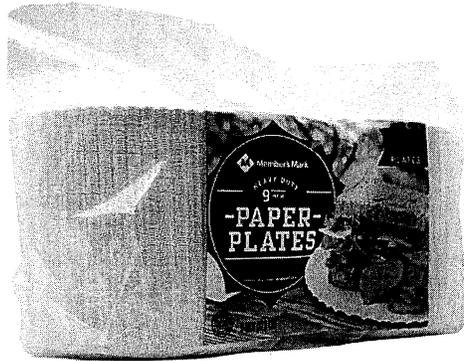
Pick it up today  
El Monte, CA  
Check more clubs

Add to list

All Departments > Shop For Your Business > Restaurant Supplies > Commercial Paper Goods & Disposables > Commercial Disposable Plates

### Member's Mark Heavy-Duty Paper Plates, 9" (600 ct.)

by Member's Mark | Item # 763260 | Model # 37378 ★★★★★ 4.4 (555) Write a review Ask a question



Best Seller

\$17.58

\$14.98

Qty

Ship this item

Qty

Pick up in club

Free shipping for Plus  
Enter a ZIP Code

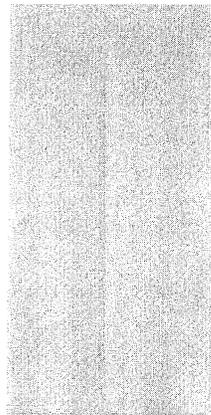
Pick it up today  
El Monte, CA  
Check more clubs

Add to list

All Departments > Shop For Your Business > Restaurant & Food Services > Foodservice

### Marathon® Tall Fold Dispenser Napkin, White, 4500 Napkins Total

by Marathon® | Item # 999714 | Model # 4103300 ★★★★★ 4.1 (42) Write a review Ask a question



VIDEO

Top Rated

\$24.84

\$20.68

Qty

Ship this item

Qty

Pick up in club

Shipping Included  
Enter a ZIP Code

Pick it up today  
El Monte, CA  
Check more clubs

Add to list

CAL STATE LA TEMPORARY  
FOOD FACILITY PERMIT

Print Form

Clear Form

20-050

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: ~~03/11/2020~~, 3/16/2020, 3/18/2020 Estimated Attendance: 30

Name of Event: Costco's Pizza and Hotdog Fundraiser 3/11

Type of Event: Fundraiser Location: Main walkway - Library North

Sponsoring Organization: Cal State LA Baja SAE

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

Time:

Access Time: 10 a.m./p.m. to 3 a.m./p.m.

Event Time: 10 a.m./p.m. to 3 a.m./p.m.

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:

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.

Pizza, Hotdogs, Chips

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

Costco, 2207 W Commonwealth Ave, Alhambra, CA 91803

List all beverages to be sold/served Canned sodas

Where will beverages be prepared or purchased? Costco, 2207 W Commonwealth Ave, Alhambra, CA 91803

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

Thermal cooler and ice cooler

# CERTIFICATE

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OF COMPLETION

This is to certify that

**Lizette Araujo**

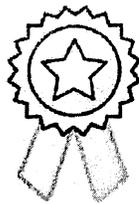
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

**Oct 9, 2019**



**skillsoft** 

