

# FUNDING REQUEST FORM

2019-2020

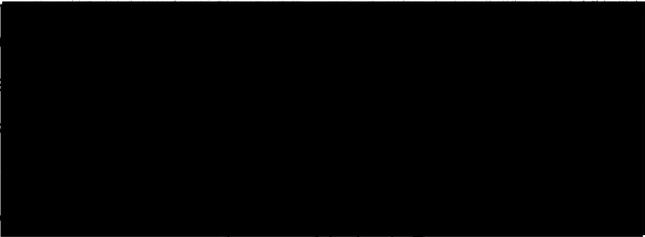
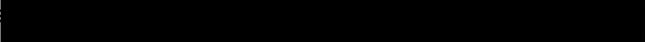
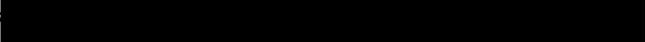
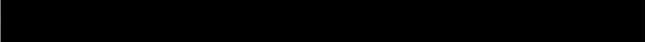
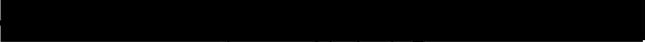
## PART 1 - NOTICE & CHECKLIST

# 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

OFFICE:   
 TITLE:   
 ADDRESS:   
 CITY:   
 PHONE:   
 SIGNATURE: *John Cayle*

CLUB/ORG: Baja SAE  
 EVENT TITLE: Portos Fundraiser  
 DATE(S) OF EVENT: 03/25/2020      SEMESTER: SPRING   
 EVENT LOCATION: California State University  
 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	4 Dozen C&G Strudel	\$46.56
				4 Dozen Guava Strudel	\$44.16
				4 Dozen Potato Balls	\$52.32
				4 Dozen Chicken Empanadas	\$57.6
				4 Dozen Meat Pies	\$51.36

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT      \$252  
 TOTAL REQUESTED FROM ASI      \$252  
 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:      FEB 20 10:43:40





**Cal State LA Baja SAE**



# Porto's Fundraiser

**Wednesday, March 25  
10am-3pm**

- \$2 - Cheese and Guava Strudels**
- \$2 - Guava Strudels**
- \$2 - Chicken Empanadas**
- \$2 - Meat pies**
- 2 for \$3 - Potato Balls**

**Find us in front of the library  
near the Golden Eagle Statue**





Event Registration

Porto's Fundraiser

Submitted By: [REDACTED] on 1/31/2020 9:48:00 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

Porto's 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 food from Porto's Bakery and use the proceeds towards our upcoming competition.

### Time & Location

### Start Date/Time

03/25/2020 - 10:00 AM

fourteen (14) calendar days. For student organizations, the "POSTING VALID THRU \_\_\_\_\_" stamp must be clearly visible on the face of the posting.

### 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.

## 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

## Will the event have security?

No

## Who will be providing the food?

Student Organization

## Will food be served at the event?

Yes

## 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.

7acd6e9e-e351-4274-9f8f-fb4068bcce85.pdf

## Will the event have an admission charge, registration fee, or raise any proceeds to benefit the 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>.

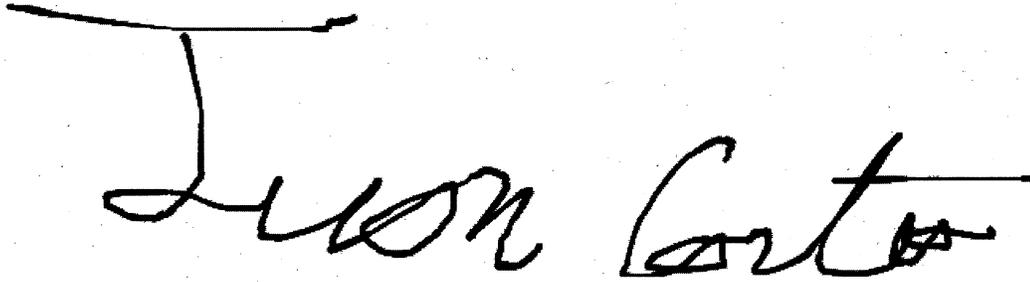
For any other questions contact the Vice President for Finance by calling 323-343-4778.

## 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?



## 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



## REFUGIADO®- GUAVA & CHEESE STRUDEL

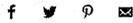
### DESCRIPTION

Flaky puff pastry filled with guava and cream cheese.

Now shipping nationwide through Bake at Home!

[SHIP ME PORTO'S](#)

*Available via walk-in sale at all locations (\$0.97 ea).  
Preorders (min. 4 doz) available with restrictions.  
24 hour notice required for preorders.  
Item prices are subject to change.*



## GUAVA STRUDEL (PASTEL DE GUAYABA)

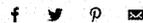
### DESCRIPTION

A Porto's classic Flaky puff pastry filled with Porto's signature guava jam.

Now shipping nationwide through Bake at Home!

[SHIP ME PORTO'S](#)

*Available via walk-in sale at all locations (\$0.92 ea).  
Preorders (min. 4 doz) available with restrictions.  
24 hour notice required for preorders.  
Item prices are subject to change.*





## POTATO BALL® (PAPA RELLENA)

### DESCRIPTION

Our classic mashed potato ball filled with picadillo (ground beef, onions, peppers, and Spanish seasonings) coated in panko bread crumbs and fried to perfection.

Now shipping nationwide through Bake at Home!

**SHIP ME PORTO'S**

*Available via walk-in sale at all locations (\$1.09 ea).  
Preorders (min. 4 doz) available with restrictions.  
24 hour notice required for preorders.  
Item prices are subject to change.*



## CHICKEN EMPANADA

### DESCRIPTION

An empanada dough filled with slow cooked shredded chicken in a Cuban sofrito.

Now shipping nationwide through Bake at Home!

**SHIP ME PORTO'S**

*Available via walk-in sale at all locations (\$1.20 ea).  
Preorders (min. 4 doz) available with restrictions.  
24 hour notice required for preorders.  
Item prices are subject to change.*

CAL STATE LA TEMPORARY  
FOOD FACILITY PERMIT

Print Form

Clear Form

20-044

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: 02/10/2020, 2/24/2020, 3/25/2020 Estimated Attendance: 30

Name of Event: Baja SAE Porto's Fundraiser 2/10

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

Sponsoring Organization: Cal State LA Baja SAE

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

Time:

Access Time: 10 a.m./p.m. to 3 a.m./6.m. (98)

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.

cheese rolls, potato balls, and guava/cheese strudels, Chicken Empanadas, Meat pies

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

Porto's Bakery and Cafe, 8233 Firestone Blvd #4842, Downey, CA 90241

List all beverages to be sold/served

Where will beverages be prepared or purchased?

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

Thermal cooler

# CERTIFICATE

OF COMPLETION

This is to certify that



has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

Oct 9, 2019



skillsoft



# CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

© 2014 Request Form

## EXTERNAL SPACE REQUEST FORM

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

5151 State University Drive,  
Los Angeles, CA 90032-8778

Phone: (323) 343-3509 Email: FacilitiesUse@calstatela.edu

### Requestor Information

Name of Sponsoring club/organization: Cal State LA Baja SAE

Reservation Contact Name\*: [Redacted]

Phone number: [Redacted]

Email: [Redacted]

Event Contact\*\* [Redacted]

Phone Number: [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
3/16/2020	10:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3/25/2020	10:00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3:00	<input type="checkbox"/>	<input checked="" type="checkbox"/>
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		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Preferred Location:

1st choice: Library North-Main walkway

2nd choice: Book Store South

Initial JC 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:

3/16: Costco pizza 2 3/25: Porto's Baked Goods, chips and soda

\*\*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: Paper sign

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: Juan Cortes

Date: 2/19/2020

### For Office Use Only:

Confirmation by the Administration and Finance Office

Initials: FH

Date: 02/27/20

Request	Day(s)	Time(s)
King Hall Space #4	03/16	10 AM - 3 PM
Library North Space #3	03/25	10 AM - 3 PM

Submit a copy of this form to the Office of the Vice President for Administration and Finance. Fax # 323-343-6406. A confirmation fax will be sent by the VPAF office to Information & Event Services.