

# 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: [REDACTED]  
 TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED]  
 PHONE: [REDACTED]  
 SIGNATURE: *Ed M*

CLUB/ORG: Beta Alpha Psi  
 EVENT TITLE: Banh Mi Che Cali Fundraiser  
 DATE(S) OF EVENT: October 23rd, 2019 SEMESTER: FALL  
 EVENT LOCATION: Outside King Hall  
 EXPECTED ATTENDANCE: 60  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 60

## PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

We will be purchasing banh mi and boba and bringing them on campus to sell to help raise funds for our organization.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will feed the hungry students who come to CSULA to learn, and it will help them be focused in their classes. As I learned in psychology, people cannot learn on an empty stomach.

## PART 4 - COST BREAKDOWN

| HOSPITALITY                | DESCRIPTION:           | AMOUNT: |
|----------------------------|------------------------|---------|
|                            | Banh Mi Sandwiches x39 | 100.10  |
| Milk Tea and Thai Tea x100 | 197.50                 |         |
|                            |                        |         |
|                            |                        |         |

| HONORARIA / CONTRACTS | DESCRIPTION: | AMOUNT: |
|-----------------------|--------------|---------|
|                       |              |         |
|                       |              |         |
|                       |              |         |
|                       |              |         |

| MARKETING | DESCRIPTION: | AMOUNT: |
|-----------|--------------|---------|
|           |              |         |
|           |              |         |
|           |              |         |
|           |              |         |

| OTHER | DESCRIPTION: | AMOUNT: |
|-------|--------------|---------|
|       |              |         |
|       |              |         |
|       |              |         |
|       |              |         |

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 297.60  
 TOTAL REQUESTED FROM ASI: 297.60  
 AMOUNT FROM OTHER SOURCES:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

### OFFICE USE ONLY

STAFF INITIALS: JK

TIME STAMP:





# BANH MI and BOBA Fundraiser!

## Bánh Mì

- BBQ Chicken
- BBQ Beef
- BBQ Pork
- Veggie Ham
- Ham&Meat Loaf



Boba: \$3.50  
Sandwich: \$5  
Combo: \$7





## Boba


- Thai Tea
- Milk Tea

*Get a delicious and refreshing snack to satisfy your day!*

Every Wednesday  
9:30AM - 3:00PM  
Outside King Hall

 [bap\\_csula](#)

 [CSULABAP](#)

 [@EarlHsu](#)



For more information

Visit us at [www.csulabap.org](http://www.csulabap.org)

Contact us at [csulabap@gmail.org](mailto:csulabap@gmail.org)



UNIVERSITY  
STUDENT UNION

Event Registration

## Banh Mi Che Cali Fundraiser

Submitted By: [REDACTED] on 10/8/2019 4:09:36 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?

Beta Alpha Psi

### Event Name

Banh Mi Che Cali Fundraiser

### Estimated Attendance

60

### About the event

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

We will be purchasing Banh Mi Che Cali Sandwiches and boba and bringing them on campus to sell to help raise funds for our organization. We will be bringing pork, chicken, and beef sandwiches along with milk tea and thai tea which will be purchased from Banh Mi Che Cali.

### Time & Location

#### Start Date/Time

10/23/2019 - 9:00 AM

#### End Date/Time

10/23/2019 - 3:00 PM

## Where will the event take place?

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  
Outside King Hall

## 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.

### Officer Contact Phone Number

### Contact Email

Provide the officer's email address.

### Organization Advisor Phone Number

### Organization Advisor Name

### 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.

## 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.

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

Printed posters/fliers

Social Media

### Social Media Site

Facebook

Instagram

### Social Media Handle

CSULA BAP/csula\_bap

### Printed Media Upload\*

If you plan on marketing this event with printed media, please upload a copy for review.

6cebe238-72ce-4a74-b51d-430c3eff4f16.pdf

### Who is invited to this event?

Student organization members

Cal State LA Community

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

No

Tags

FUNDRAISING

### Cover Image

Please select an image that corresponds to your event.





# BANH MI and BOBA Fundraiser!

## Bánh Mì

- BBQ Chicken
- BBQ Beef
- BBQ Pork
- Veggie Ham
- Ham&Meat Loaf



Boba: \$3.50  
 Sandwich: \$5  
 Combo: \$7



## Boba

- Thai Tea
- Milk Tea

*Get a delicious and refreshing snack*

### 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

#### Who will be providing the food?

Student Organization

#### Will the event have security?

No

**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.

eb974aa4-4e6d-48b8-bbe5-9d4c86d892bb.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.

**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?  
Sandwiches \$5, Milk tea/Thai tea \$3.50, Combo \$7

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

Subject to verification.  
Approved Exempt Status

### 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, appearing to read "Ben Hsu", written over a signature pad field.

### 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



# CAL STATE LA TEMPORARY FOOD FACILITY PERMIT

Print Form

Clear Form

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: Every week on Wednesday  
September 25th, 2019 - November 13th, 2019 Estimated Attendance: 60

Name of Event: Banh Mi Che Cali Fundraiser

Type of Event: Fundraiser Location: Outside King Hall

Sponsoring Organization: Beta Alpha Psi

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

Time: \_\_\_\_\_ Banh Mi & Che Cali

Access Time: 9:00 a.m./p.m. to 9:30 a.m./p.m. 647 W. Valley Blvd, Alhambra, CA 91803

Event Time: 9:30 a.m./p.m. to 3:00 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. BBQ Pork, BBQ Beef, Chicken sandwiches.  
Bread, pickled carrots, jalapeno.

Where will this food be prepared or purchased [Note no Home Baked/Cooked Items are Allowed]? The food will be prepared & purchased from Banh Mi Che Cali 647 W. Valley Blvd, Alhambra CA 91803.

List all beverages to be sold/served Boba Milk tea, Thai tea

Where will beverages be prepared or purchased? Banh Mi Che Cali 647 W. Valley Blvd, Alhambra, CA 91803

Method/s of maintaining proper holding temperatures for potentially hazardous food/s during transportation and service: we will be using chaffing trays to keep the sandwiches hot and a cooler to keep the beverages cool

**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=csulaa>

Certificate Expires one year from the initial completion date.

| Food Handler's Name | Food Handler's Signature |
|---------------------|--------------------------|
| [Redacted]          | <i>[Signature]</i>       |
| [Redacted]          | <i>[Signature]</i>       |
|                     |                          |
|                     |                          |
|                     |                          |

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

|  |  |
|--|--|
| <i>[Signature]</i>   | [Redacted]                                       |
| 1. Signature of Sponsoring Organization Chairperson                      | Authorized Representative to be present at event |
| <i>[Signature]</i>   | 9.11.19  |
| 2. Center for Student Involvement (USU 204) (Student Organizations Only) | Date   |
| <i>[Signature]</i>   | 9/12/19  |
| 3. University Auxiliary Services, Inc. (Golden Eagle Bldg 314)           | Date   |
| <i>[Signature]</i>   | 9/12/19  |
| 4. Environmental Health & Safety (Corporate Yard Bldg. 244)              | Permit No.                                       |
|  | 19-492   |
|  | Date   |

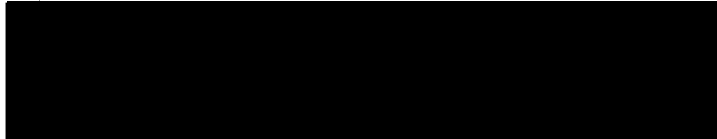
Revised 07/2019

# CERTIFICATE

---

OF COMPLETION

This is to certify that



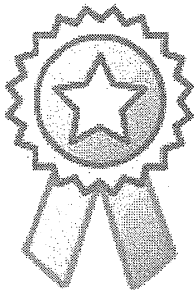
has completed the course

**Food Safety and Handling**

esh\_sah\_a05\_sh\_enus

on

Sep 10, 2019



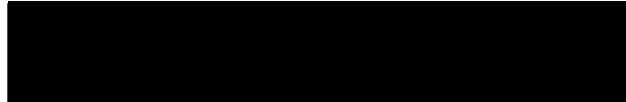
skillsoft 

# CERTIFICATE

---

OF COMPLETION

This is to certify that



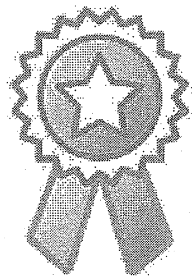
has completed the course

**Food Safety and Handling**

**esh\_sah\_a05\_sh\_enus**

on

**Sep 10, 2019**



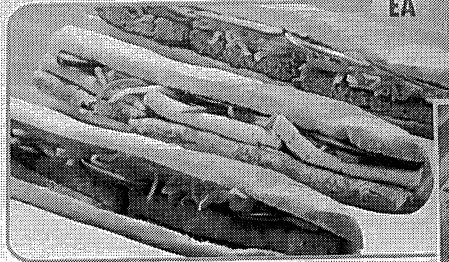
| Item                          | Quantity | Price  | Total Price     |
|-------------------------------|----------|--------|-----------------|
| 10/23/19 <b>Fundraiser #1</b> |          |        |                 |
| Sandwiches                    | 39       |        |                 |
| BBQ Pork                      | 12       | \$3.85 | \$46.20         |
| BBQ Beef                      | 10       | \$3.85 | \$38.50         |
| Chicken                       | 10       | \$3.85 | \$38.50         |
| Vegetarian Ham                | 2        | \$3.85 | \$7.70          |
| Ham & Meat Loaf               | 5        | \$3.85 | \$19.25         |
| <b>Subtotal</b>               |          |        | <b>\$150.15</b> |
| Buy 2 get 1 free Price        |          |        | \$100.10        |
| Boba                          | 100      |        |                 |
| Milk Tea with Boba            | 44       | \$3.95 | \$173.80        |
| Milk Tea without Boba         | 2        | \$3.95 | \$7.90          |
| Thai Tea with Boba            | 52       | \$3.95 | \$205.40        |
| Thai Tea without Boba         | 2        | \$3.95 | \$7.90          |
| <b>Subtotal</b>               |          |        | <b>\$395.00</b> |
| Buy 1 get 1 free Price        |          |        | \$197.50        |
| <b>Total Price</b>            |          |        | <b>\$297.60</b> |



**\$385**  
EA

**BAGUETTE**

**\$385**  
EA



買二送一 BUY 2 GET 1 FREE

**SANDWICH CHOICES**

- |  |   |   |   |
|--|---|---|---|
| <p>1 特別火腿、扎肉<br/>HAM &amp; MEAT LOAF<br/>Đặc Biệt</p> <p>5 烤豬肉<br/>BBQ PORK<br/>Thịt Nướng</p> <p>9 雞肉<br/>CHICKEN SANDWICH<br/>Gà</p> | <p>2 特別火腿、肉扎、豬耳<br/>HAM, MEATLOAF &amp; HEADCHEESE<br/>Đặc Biệt Giò Thủ</p> <p>6 豬肉絲<br/>SHREDDED SKIN &amp; PORK<br/>Bì</p> <p>10 沙丁魚<br/>SARDINE<br/>Cá Mòi</p> | <p>3 肉扎、豬耳<br/>MEATLOAF &amp; HEADCHEESE<br/>Chả Giò Thủ</p> <p>7 串燒豬肉<br/>BBQ MEATLOAF<br/>Nem Nướng</p> <p>11 烤牛肉<br/>BBQ BEEF<br/>Bò Nướng</p> | <p>4 豬肉扎<br/>MEATLOAF<br/>Chả Lụa</p> <p>8 燒賣<br/>MEATBALL<br/>Xiu Mai</p> <p>12 素菜<br/>VEGETARIAN HAM<br/>Chay</p> |
|--|---|---|---|

**\$385**

**DESSERTS**

**\$225**  
EA



買二送一 BUY 2 GET 1 FREE

**DRINKS**

**\$395**  
EA

- D1 波霸奶茶  
TAPIOCA MILK TEA
- D2 布丁奶茶  
PUDDING MILK TEA
- D3 奶綠  
MILK GREEN TEA
- D4 綠茶  
GREEN TEA
- D5 啫喱奶茶  
JELLY MILK TEA
- D6 泰式奶茶  
THAI TEA



買一送一 BUY 1 GET 1 FREE

Swich  
150 20  
1 700