



## ASIAN PACIFIC AMERICAN STUDENT ASSEMBLY FUNDING APPLICATION 2014-2015

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### Requirements – Please check the following boxes:

- ☐ My organization is recognized by the University of Southern California and the Asian Pacific American Student Assembly.
- ☐ My organization is in good standing, as deemed by the APASA Executive Board.
- ☐ I am **not** applying for funding from any other funding board.
- ☐ I understand that funding is **not** guaranteed.
- ☐ I understand my organization is limited to a total of \$200 per semester unless otherwise determined.
- ☐ My event is open and free to all students of the University of Southern California.
- ☐ I must present this application to the APASA Executive Board prior to presenting to the APASA General Assembly.

### Deadlines and Materials – Please check the following boxes:

- ☐ I am submitting this completed funding application **SIX WEEKS** prior to the event date electronically via e-mail to [apasa.funding.apps@gmail.com](mailto:apasa.funding.apps@gmail.com) or in hard copy to the APASA box in TCC 224.
- ☐ In the same email, I have attached **three times I am available to meet up** with the Executive Director, Assistant Director, and Finance Director in the same week I am submitting my application.
- ☐ I understand that should my event be funded, all publicity material must bear the APASA logo and explicitly state that APASA is funding the event.
- ☐ I understand I must complete a program evaluation form (can be found on website) and submit all original receipts and/or invoices within **ONE WEEK** of event's completion to the Executive Director & Finance Director.

### Event Cancellation

You must notify APASA ASAP, undo all payments/orders from other companies/sources, take down flyers to reflect cancellation, and message people about cancellation on FB event and/or cancel the FB event if applicable.

If you forget to cancel, you must reimburse APASA for all funds based on receipts. Neglecting to cancel may result in loss of funding for the remaining semester or year depending on severity.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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FUNDING APPLICATION 2014-2015

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Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Student ID #: \_\_\_\_\_

E-mail address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Event Information

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Venue: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Program Type: Academic      Cultural      Leadership      Political      Promotion      Social

Is this a co-sponsored event:    Yes    No    If yes, with whom?: \_\_\_\_\_

Is this event confirmed (venue booked, talent negotiated, etc.)?:      Yes    No

Total Cost of Event: \_\_\_\_\_ Total Amount of Requested Funds: \_\_\_\_\_

**Short Answer Questions** - Minimum 3 sentences each

*Please type your answers on a separate sheet (one page or less).*

1. Description of event – who/what/when/where/why?
2. Write a small blurb about your event that is meant to attract attendees. Make it exciting!
3. How does this event enhance your organization's purpose/goals, provide positive publicity for APASA, **and/or** contribute to overall campus life?
4. What efforts are you making to obtain outside funding?
5. What efforts are you making to collaborate with other student organizations?
6. How will this event be advertised?



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### Event Budget Proposal

Please fill in the following chart as a budget proposal for your event.

[An example can be found below!](#)

#### Guide

- Expense Type: Admin, Food, Production, Promotion, Talent, Venue
- Expense: Vendor Name
- Cost: Cost of the expenses from that vendor
- If paying by credit card, only use vendors that accept Visa.

	Expense Type	Vendor	Cost including tax
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
<b>Total Cost including tax:</b>			

Attach quote(s) and/or invoice(s)



## ASIAN PACIFIC AMERICAN STUDENT ASSEMBLY FUNDING APPLICATION 2014-2015

### Event Itemized Quote

Please fill in the following chart for **EACH EXPENSE/VENDOR** you listed in the budget proposal above. The application will not be processed with them. If you have any questions, please e-mail us at [uscapasa@gmail.com](mailto:uscapasa@gmail.com).

You MUST include a quote in the form of a receipt, screenshot, picture of the menu etc.

An example can be found below!

Vendor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

	Item	Description (If applicable)	Unit Cost	Quantity	Cost
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Total					
Total with tax included (multiply total by 1.09)					

**Please remove these pages when submitting your application. They are only here as a guide.**

### **SAMPLE BUDGET PROPOSAL:**

	Expense Type	Vendor	Cost including tax
1	Food	Din Tai Fung	85.02
2	Food	Pasta Roma	14.06
3			
		<b>Total Cost including tax:</b>	<b>\$99.08</b>

### **SAMPLE CORRESPONDING ITEMIZED QUOTES:**

Vendor: Din Tai Fung

Address: 1088 South Baldwin Avenue, Arcadia, CA 91007

Phone #: (626) 446-8588

	Item	Description (If applicable)	Unit Cost	Quantity	Cost
1	Pork Fried Noodle		8.00	5	40.00
2	Red Bean Dumplings	10 pc	1.90	20	38.00
Total					78.00
<b>Total with tax included (multiply total by 1.09)</b>					<b>85.02</b>

Vendor: Hawaiian L&L BBQ

Address: 2827 S. Figueroa St. Los Angeles, CA 90007

Phone #: (213)742-0303

	Item	Description (If applicable)	Unit Cost	Quantity	Cost
1	Fried Calamari		7.95	1	7.95
2	Fried Zucchini		4.95	1	4.95
Total					12.90
<b>Total with tax included (multiply total by 1.09)</b>					<b>14.06</b>

# SAMPLE QUOTES (Screenshot, receipts, etc.):

Table #	Guests	Server	Time
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LA No. \_\_\_\_\_  
Date: \_\_\_\_\_

🌿 Vegetarian 素  
🌿 Gluten Free 不含麵粉

## Appetizers 頭盤

			Qty
🌿 A1	Cucumber	\$3.50	小黃瓜
🌿 A2	Seaweed and Bean Curd in vinegar dressing	\$3.50	小菜
🌿 A5	Soy Noodle Salad	\$3.50	涼拌干絲
A3	Fried Pork Chop	\$4.00	炸排骨
A4	Pork Rice Bun (1 pc)	\$3.50	鮮肉粽子 (1個)

## Soups 湯品

🌿 S1	House Chicken Soup (Steamed)	\$6.50	元盅土雞湯
🌿 S2	House Beef Soup (Steamed)	\$6.25	元盅牛肉湯
🌿 S3	Braised Beef Soup (Spicy)	\$6.25	紅燒牛肉湯 (辣)
🌿 S4	Hot and Sour Soup (Pork) S \$4.00 M \$6.00 L \$9.00	\$9.00	酸辣湯 (小/中/大)
S5	Vegetable and Pork Wonton Soup	\$7.25	菜肉餛飩湯
S6	Shrimp and Pork Wonton Soup	\$7.25	蝦肉餛飩湯
🌿 S7	Fried Beancurd Puff with Vermicelli Soup (Pork)	\$6.50	油豆腐細粉湯

## Noodles/Wontons 麵品

N1	House Chicken Noodle Soup (Steamed)	\$7.75	元盅土雞麵
N2	House Beef Noodle Soup (Steamed)	\$7.50	元盅牛肉麵
🌿 N3	Braised Beef Noodle Soup (Spicy)	\$7.50	紅燒牛肉麵 (辣)
N4	Pork Chop Noodle Soup	\$7.25	排骨湯麵
N5	Chicken Noodle Soup (Boneless)	\$7.25	雞肉片湯麵
N6	Shrimp Noodle Soup	\$8.25	蝦仁湯麵
🌿 N7	Vegetarian Noodle Soup	\$6.50	素湯麵
N8	Noodle Soup with Pickled Mustard Green & Shredded Pork	\$7.25	酸菜肉絲湯麵
N9	Noodle with Sesame Sauce * may contain peanuts	\$6.00	擔擔麵 *
N10	Noodle with Mince Pork Sauce	\$6.75	酥香麵
N11	Noodle with Picky Sauce	\$6.00	紅油燃麵
N12	Sauced Noodle with Pickled Mustard Green and Shredded Pork	\$7.25	酸菜肉絲乾拌麵
🌿 N13	Vegetable and Pork Wonton with Spicy Sauce	\$7.25	菜肉紅油抄手
🌿 N14	Shrimp and Pork Wonton with Spicy Sauce	\$7.25	蝦肉紅油抄手
N15	Noodle	\$2.25	光麵

## Fried Noodles 炒麵

F1	Pork Fried Noodle	\$8.00	豬肉炒麵
F2	Chicken Fried Noodle	\$8.00	雞肉炒麵
F4	Shrimp Fried Noodle	\$9.00	蝦仁炒麵
🌿 F3	Vegetarian Fried Noodle	\$7.75	素炒麵
F5	Shanghai Rice Cake with Pork	\$8.00	上海豬肉炒年糕
F6	Shanghai Rice Cake with Chicken	\$8.00	上海雞肉炒年糕
F8	Shanghai Rice Cake with Shrimp	\$9.00	上海蝦炒年糕
🌿 F7	Vegetarian Shanghai Rice Cake	\$7.75	素炒年糕

## Fried Rice 炒飯

		White Rice 白飯	Brown Rice 糙米飯	
🌿 R2	Pork Fried Rice (White or Brown)	\$6.75	\$7.75	肉絲蛋炒飯(白飯/糙米飯)
🌿 R3	Chicken Fried Rice (White or Brown)	\$6.75	\$7.75	雞肉炒飯(白飯/糙米飯)
🌿 R1	Shrimp Fried Rice (White or Brown)	\$7.25	\$8.25	蝦仁蛋炒飯(白飯/糙米飯)
🌿 R5	Vegetarian Fried Rice (White or Brown)	\$6.50	\$7.50	素炒飯(白飯/糙米飯)
R4	Pork Chop Fried Rice (White or Brown)	\$7.50	\$8.25	排骨蛋炒飯(白飯/糙米飯)
🌿 R6	Plain Fried Rice (White or Brown)	\$5.50	\$6.50	清蛋飯(白飯/糙米飯)
🌿 R7	Rice (White or Brown)	\$1.50	\$2.00	白飯/糙米飯

## Greens 炒菜

🌿 G1	Sauteed Spinach with Garlic	\$8.00	菠菜
🌿 G2	Sauteed String Bean with Garlic	\$8.00	四季豆
🌿 G3	Sauteed Broccoli with Garlic	\$8.00	西蘭花
🌿 G4	Sauteed Bok Choy	\$8.00	青江菜
🌿 G5	Sauteed Mustard Cabbage with Shredded Ginger	\$8.00	炒芥菜

## Steamed Dumplings 蒸籠類

D1	Juicy Pork Dumplings (10 pcs)	\$7.75	小籠包 (10個)
D2	Juicy Pork & Crab Dumplings (10 pcs)	\$9.50	蟹粉小籠包 (10個)
D3	Vegetable & Pork Dumplings (10 pcs)	\$7.75	菜肉蒸餃 (10個)
D4	Shrimp & Pork Dumplings (10 pcs)	\$8.25	蝦肉蒸餃 (10個)
🌿 D5	Vegetarian Dumplings (10 pcs)	\$7.75	素蒸餃 (10個)
D6	Fish Dumplings (10 pcs)	\$8.25	鮮魚蒸餃 (10個)
D7	Chicken Dumplings (10 pcs)	\$7.75	雞肉蒸餃 (10個)
D8	Shrimp & Pork Shao Mai (10 pcs)	\$9.50	蝦肉燒賣 (10個)
D9	Rice & Pork Shao Mai (10 pcs)	\$8.25	糯米燒賣 (10個)
D10	Small Dumplings w/ Soup (20 pcs) (Weekends Only, Limited)	\$9.50	小籠湯包 (20個)
D11	Green Melon and Shrimp Dumplings (10 pcs)	\$8.50	青瓜蝦仁小籠包 (10個)
B1	Pork Bun (1 pc)	\$1.90	肉包 (1個)
B2	Vegetable & Pork Bun (1 pc)	\$1.90	菜肉包 (1個)

## Desserts 甜品

🌿 W1	Sweet Red Bean Rice Bun (1 pc)	\$3.50	豆沙粽子 (1個)
🌿 W2	Sweet Eight Flavor Rice	\$4.00	八寶飯
🌿 W3	Red Bean Dumplings (10 pcs)	\$5.50	豆沙小包 (10個)
🌿 W4	Sweet Taro Dumplings (10 pcs)	\$5.50	芋泥小包 (10個)
🌿 B3	Red Bean Bun (1 pc)	\$1.80	豆沙包 (1個)
🌿 B4	Sesame Bun (1 pc)	\$1.90	芝麻包 (1個)
🌿 B5	Sweet Taro Bun (1 pc)	\$1.90	芋泥包 (1個)
🌿 W5	Red Bean Rice Cake (1 pc)	\$1.90	赤豆鬆糕 (1個)

## Beverages 飲料

BV1	Coke	\$1.60	可樂
BV2	Sprite	\$1.60	雪碧
BV3	Diet Coke	\$1.60	健怡可樂
BV4	Milk Tea	\$2.50	奶茶
BV5	Green Milk Tea	\$2.50	奶綠
BV6	Milk Tea with Boba	\$3.00	珍珠奶茶
BV7	Green Milk Tea with Boba	\$3.00	珍珠奶綠

Prices Subject to Change without Prior Notice  
122612 - 20M - White



Pasta Roma

Ristorante Italiano

Call 213-742-0303 Take Out, Catering, Dine In

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January 5, 2015

## Menu



[Main Menu](#)

[Catering](#)

### APPETIZERS

Fried Zucchini

\$4.95

Fried Calamari

\$7.95

Onion Rings

\$4.95

Small

\$1.95

French Fries

\$3.95

Small

\$1.95

Fried Mozzarella Cheese Sticks

\$5.95

Chicken Wings (Spicy or BBQ)

\$7.95