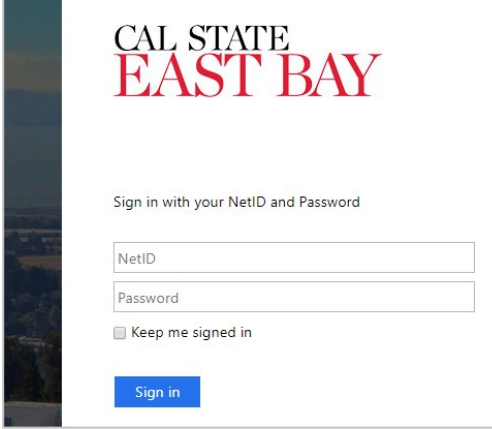
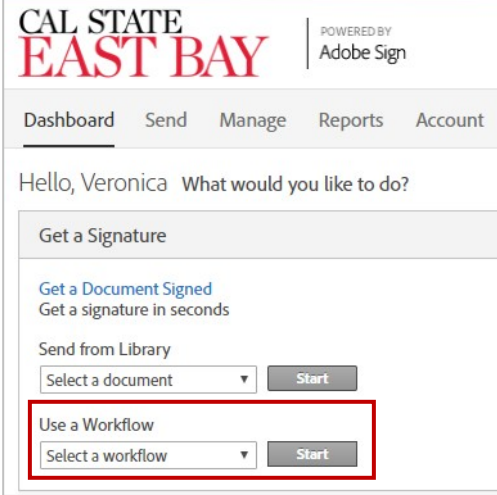
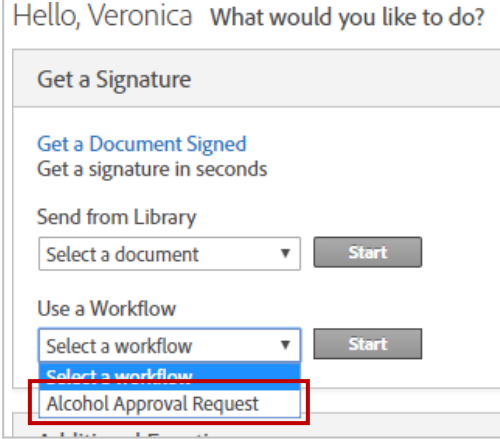
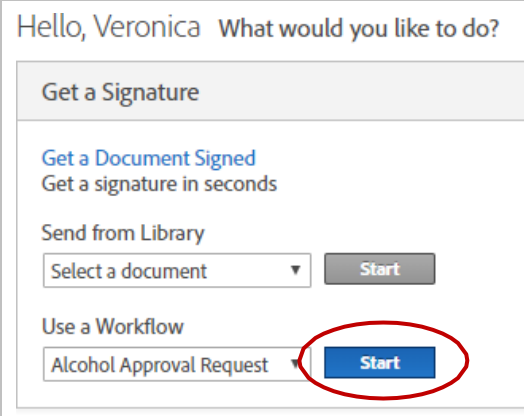
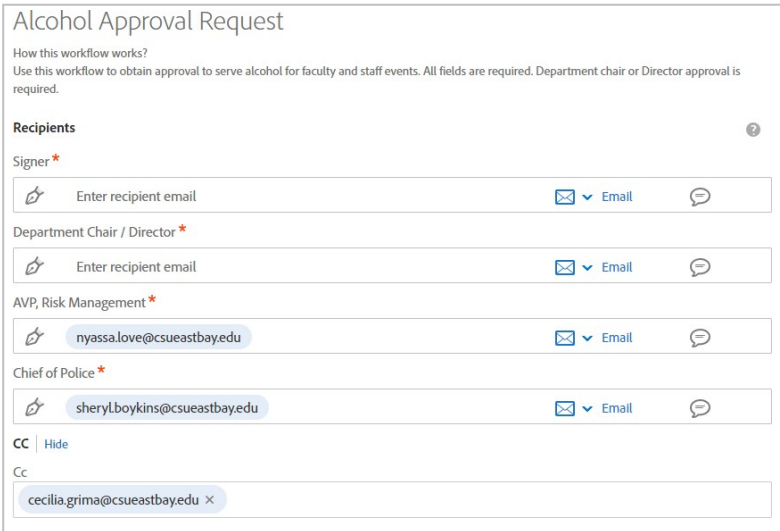
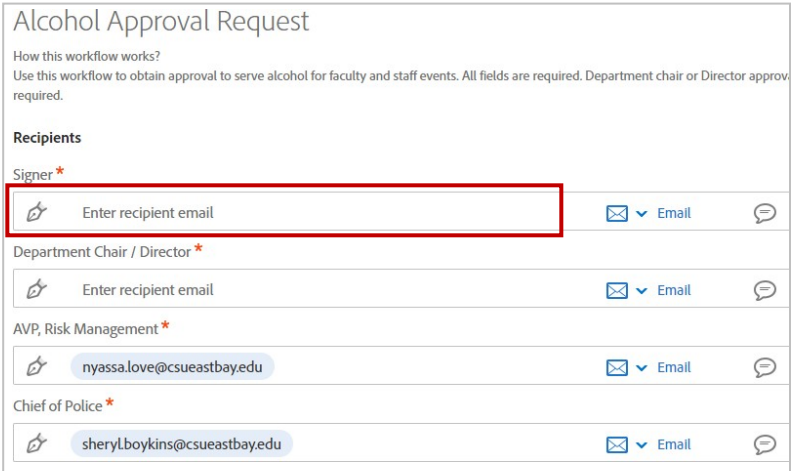


<p>1. CSUEB EMPLOYEE: Login to Adobe Sign with your CSUEB credentials at: sign.csueastbay.edu</p>	
<p>2. CSUEB EMPLOYEE: Under “Use a Workflow” select the “Select a workflow” dropdown menu.</p>	
<p>3. CSUEB EMPLOYEE: Select “Alcohol Approval Request”</p>	

<p>4. CSUEB EMPLOYEE: Click on the blue "Start" button.</p>	 <p>Hello, Veronica What would you like to do?</p> <p>Get a Signature</p> <p>Get a Document Signed Get a signature in seconds</p> <p>Send from Library Select a document [dropdown] [Start]</p> <p>Use a Workflow Alcohol Approval Request [dropdown] [Start]</p>
<p>5. CSUEB EMPLOYEE: You will now see the Alcohol Approval Request Form and be able to route the form accordingly.</p>	 <p>Alcohol Approval Request</p> <p>How this workflow works? Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director approval is required.</p> <p>Recipients</p> <p>Signer *</p> <p>Enter recipient email [input] [Email] [comment]</p> <p>Department Chair / Director *</p> <p>Enter recipient email [input] [Email] [comment]</p> <p>AVP, Risk Management *</p> <p>nyassa.love@csueastbay.edu [input] [Email] [comment]</p> <p>Chief of Police *</p> <p>sheryl.boykins@csueastbay.edu [input] [Email] [comment]</p> <p>CC Hide</p> <p>Cc</p> <p>cecilia.grima@csueastbay.edu x</p>
<p>6. CSUEB EMPLOYEE: Signer: Enter the email address of the individual who will be filling out the Alcohol Approval Request form, providing the initial signature, and will be present for the entire program/event.</p>	 <p>Alcohol Approval Request</p> <p>How this workflow works? Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director approval is required.</p> <p>Recipients</p> <p>Signer *</p> <p>Enter recipient email [input] [Email] [comment]</p> <p>Department Chair / Director *</p> <p>Enter recipient email [input] [Email] [comment]</p> <p>AVP, Risk Management *</p> <p>nyassa.love@csueastbay.edu [input] [Email] [comment]</p> <p>Chief of Police *</p> <p>sheryl.boykins@csueastbay.edu [input] [Email] [comment]</p>

<p>7. CSUEB EMPLOYEE: Department Chair / Director: Enter the email address of the individual who is authorizing the request and is at the Department Chair / Director level. <i>(This may or may not be the same individual as Signer above).</i></p>	<h3>Alcohol Approval Request</h3> <p>How this workflow works? Use this workflow to obtain approval to serve alcohol for faculty and staff events. All fields are required. Department chair or Director approval required.</p> <p>Recipients</p> <p>Signer *</p> <p>Enter recipient email ✉ ✉ ▼ Email 💬</p> <p>Department Chair / Director *</p> <p>Enter recipient email ✉ ✉ ▼ Email 💬</p> <p>AVP, Risk Management *</p> <p>✉ nyassa.love@csueastbay.edu ✉ ▼ Email 💬</p> <p>Chief of Police *</p> <p>✉ sherylboykins@csueastbay.edu ✉ ▼ Email 💬</p>
<p>8. CSUEB EMPLOYEE: The remaining fields are pre-filled by default. <u>Please do not alter these fields!</u></p>	<p>AVP, Risk Management *</p> <p>✉ nyassa.love@csueastbay.edu</p> <p>Chief of Police *</p> <p>✉ sherylboykins@csueastbay.edu</p> <p>CC Hide</p> <p>Cc</p> <p>✉ cecilia.grima@csueastbay.edu ✕</p> <p>Document Name *</p> <p>Alcohol Approval Request</p> <p>Message *</p> <p>Please sign this request to Serve Alcohol for Faculty and Staff Events.</p> <p>Files</p> <p>Document * ☰ Alcohol Approval Form</p>
<p>9. CSUEB EMPLOYEE: Click on the "Send" button to route the form.</p>	<p>Send</p>

10. EXTERNAL REQUESTOR:

Hardware/software Requirements:

- Desktop computer, laptop, tablet or phone
- Access to internet and email account

The form will now route to the External Requestor, identified as the **Signer**, for signature. The External Requestor will receive an email notification.

11. Click on the blue hyperlink in the body of the message to view and approve the form.



Request to Serve Alcohol Form for Faculty and Staff Events

Event # _____
 Event Name: _____
 Day & Date of Event: _____ Location: _____
 Start Time: _____ End Time: _____
 Number of Students Anticipated for each of the following programs:
 No. of CSUEB Students: _____ No. of Staff: _____ No. of Faculty: _____ No. of Guests: _____
 Alcohol requested for: Beer Wine
 Will alcohol be sold? No Yes (Alcohol can only be sold by a licensed vendor)
 Non-alcoholic beverages to be served: _____
 Food to be served: _____

I understand that the following conditions must be met:
 1. No individual who appears intoxicated will be served alcohol.
 2. All persons drinking or using alcohol must be supervised through Alcohol.
 3. No person under 21 years of age shall be allowed to drink alcohol.
 4. No alcoholic beverages will be sold to anyone under 21 years of age.
 I shall be present for the entire program and, on behalf of the sponsoring organization, shall assume full liability and ensure compliance with all applicable state and local regulations and laws, read and agree to abide by the policies and procedures set forth by the California State University, East Bay Policy on Alcohol & Other Drugs.

Print Name: **Veronica Salvador** Home Office phone #: 123456789
 Signature: *Veronica Salvador* Date: 9/7/19
 Cell if contact you during event: 123456789
 Department Chair/Dean: Veronica Salvador Signature: _____
 Title: _____ Date: _____
 Chair of University Police or Campus: _____ Date: _____

Please email approved form to Public Services in the Student Center and submit to the building room 108.

Veronica Salvador Has Sent You Alcohol Approval Request to Sign

Veronica Salvador (CSU East Bay) says:
"Please sign this request to Serve Alcohol for Faculty and Staff Events."

[Click here to review and sign Alcohol Approval Request](#)

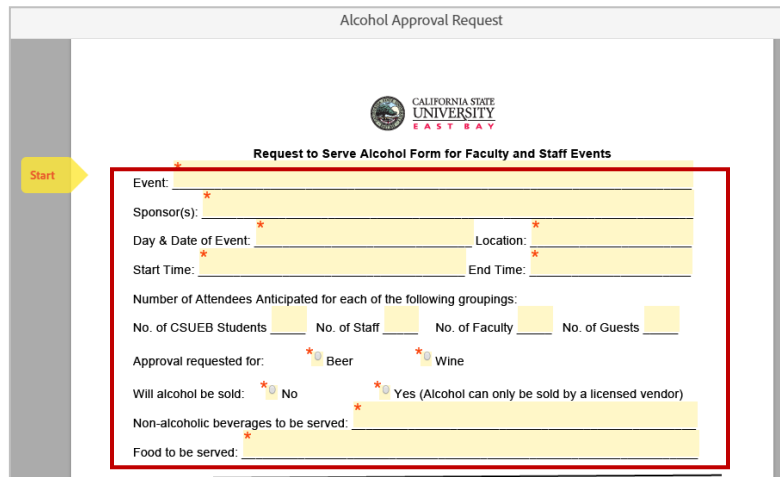
After you sign **Alcohol Approval Request**, the agreement will be sent to veronica.salvador@csueastbay.edu and veronica.salvador@csueastbay.edu. Then, all parties will receive a final PDF copy by email.

If you need to delegate this document to an authorized party for signature, **please do not forward this email**. Instead, [click here](#) to delegate.



12. EXTERNAL

REQUESTOR: The signer is responsible for filling out the event information, including date, time, number of attendees, and food and beverages to be served.



Alcohol Approval Request

CALIFORNIA STATE UNIVERSITY EAST BAY

Request to Serve Alcohol Form for Faculty and Staff Events

Event: _____

Sponsor(s): _____

Day & Date of Event: _____ Location: _____

Start Time: _____ End Time: _____

Number of Attendees Anticipated for each of the following groupings:

No. of CSUEB Students _____ No. of Staff _____ No. of Faculty _____ No. of Guests _____

Approval requested for: Beer Wine

Will alcohol be sold: No Yes (Alcohol can only be sold by a licensed vendor)

Non-alcoholic beverages to be served: _____

Food to be served: _____

13. EXTERNAL REQUESTOR

The **Signer** must certify that they will be present for the entire program and assume full liability. The **Signer** must provide a cell phone number for the day of the event and **must fill in the name of their Department Chair / Director.**

I understand that the following conditions must be met:

1. No individual who appears intoxicated will be served alcohol.
2. All persons serving or selling alcohol must be contracted through Aramark.
3. All events where alcohol is being served **must be restricted to invited guests only.**
4. Non-alcoholic beverages and food must be available to all guests.

I shall be present for the entire program and, on behalf of the sponsoring organization, shall assume full liability and ensure compliance with all applicable State and University regulations and have read and agree to abide by the policies and procedures set forth by the California State University, East Bay "Policy on Alcohol & Other Drugs".

Print Name _____ Home/Office phone # _____

Signature [Click here to sign](#) _____ Date _____

Cell # to contact you during event _____

Department Chair/Director _____ Signature _____

Approved: _____

Associate VP, Risk Management _____ Date _____

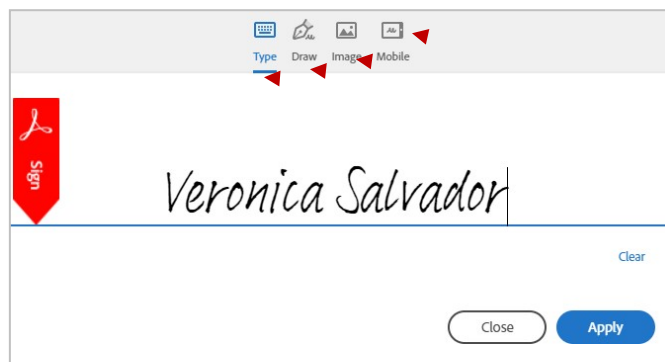
Chief of University Police or Designee _____ Date _____

Please submit approved form to Facilities Reservations in the Student Services and Administration building, room 3450.

14. EXTERNAL REQUESTOR

The **Signer** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**.

Click the blue **"Submit"** button on the black bar at the bottom of the screen to submit.



Type Draw Image Mobile

Sign

Veronica Salvador

Clear

Close Apply

Multiple signature options

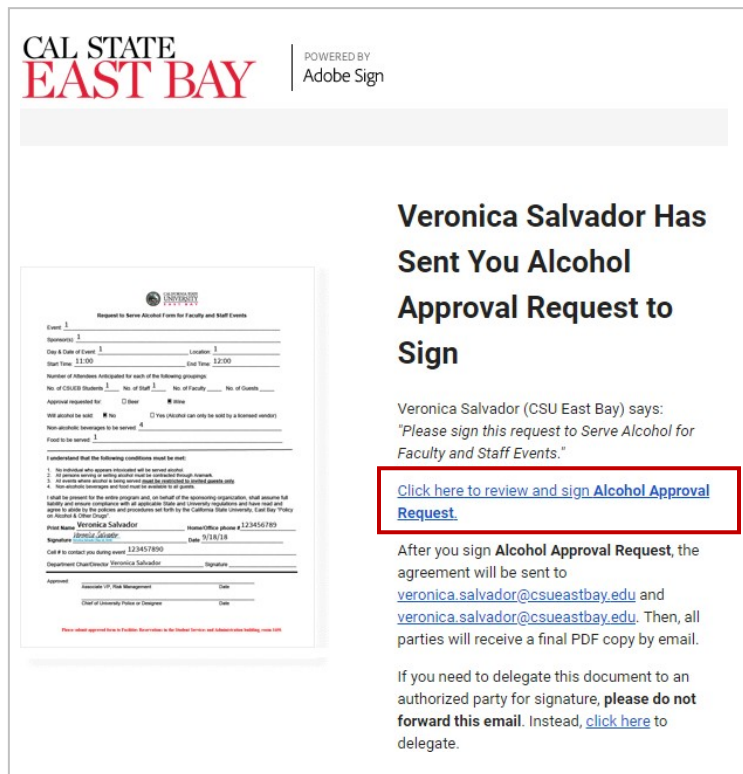
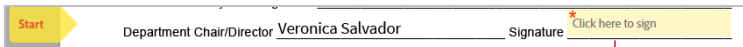
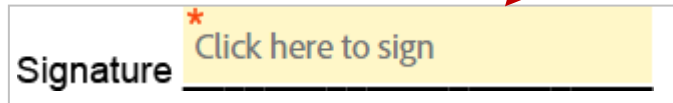
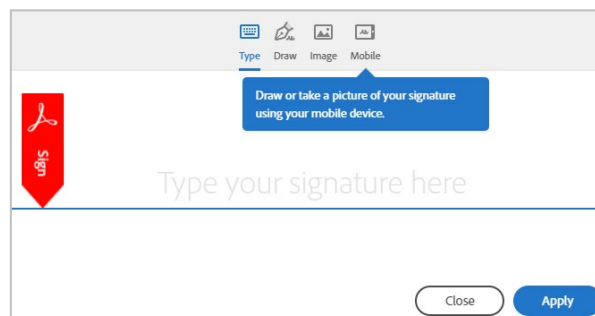
15. EXTERNAL APPROVER

The form will now route to the **Department Chair / Director** for signature. The Department / Chair Director will receive an email notification. *This may or may not be the same individual as the Signer.*

Click on the **blue hyperlink in the body of the message** to view and approve the form.

16. EXTERNAL APPROVER

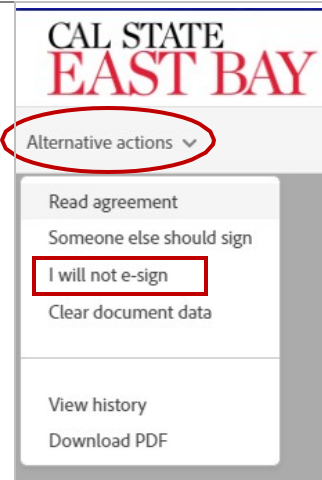
To Approve:
The **Department Chair/ Director** must electronically sign the document using any of the four options presented by Adobe Sign. Click **Apply**. Click the blue **“Submit”** button on the black bar at the bottom of the screen.

17. To Reject:

The **Department Chair / Director** may opt to reject the form. To do so, navigate to the top, left-hand side of the screen, select the “Alternative Actions” menu and select the “I will not e-sign” option. You will be prompted to provide an explanation.

If this option is selected, this is the end of the process, and the form is cancelled for all parties.




I will not e-sign this document

Please enter the reason for declining below:


- 18.** If the form is approved, it will route sequentially to:
- a. the AVP, Risk Management
 - b. the University Police Chief

19. A final, signed copy of the agreement will be sent out to all parties when the form has been signed by the Chief of Police.

20. CC: A copy of the form will automatically be sent to **Facilities Reservations**. This is the end of the process.



POWERED BY
Adobe Sign



Alcohol Approval Request between CSU East Bay, Veronica Salvador, Vero S., and 2 more is Signed and Filed!

From: Veronica Salvador (CSU East Bay)
To: VS, veronica, Veronica Salvador, and Vero S.

Attached is a final copy of **Alcohol Approval Request**.

Copies have been automatically sent to all parties to the agreement.

You can view [the document](#) in your Adobe Sign account.

Why use Adobe Sign:

- Exchange, Sign, and File Any Document. In Seconds!
- Set-up Reminders. Instantly Share Copies with Others.
- See All of Your Documents, Anytime, Anywhere.