

ASI Associated Students, Inc.

Funding Request Form

2017-18

...For the Students, by the Students

- Necessary Documents:**
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact

Officer Name:
 Officer Title:
 Address:
 City/State/Zip:
 Phone & Email:
 Officer Signature:

Organization

Club/Organization: Baja Sae
 Event Title: Baja SAe Collegiate California Competition
 Date(s) of Event: 05/30/2018 Semester Spring
 Location of Event: 40205 NE Borin Rd, Washougal, WA 98671
 Expected Total Attendance: 100+
 Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

A competition that consist of multiple races that test the accuracy in the sections of Endurance, Acceleration, hill climb, Maneuverability and Rock Crawl of the buggy. Along with a sales presentation that gives a more realistic overview if the car were to be produced. Cal State LA has competed in every competition since the competition has started in 1986.

Is the event open to all Cal State LA students?: Yes

How will this program enhance the Cal State LA experience?:

Allows baja members to put into action what they created all year long. Along with testing their knowledge and abilities to thoroughly explain the engineering behind the construction. Cal State LA has set a prestigious record in these events over the years and will continue to strive to win. Giving Cal State LA the opportunity to participate in this event will increase the ability of our engineering program to be headed in the right direction.

Hospitality

Description	Amount
Hotel	\$1,567.0

Honoraria/Contracts

Description	Amount
	0

Marketing

Description	Amount
	0

Other

Description	Amount
Vehicle rental	\$770.00
Gas	\$663.00

Event Summary

Total Cost of Event: 0
 Amount Requested from A.S.I.: \$3,000
 Amount from other sources: _____

What other resources are you employing for this event?

Our IRA budget supplied by ECST college is . With the approximate Fundraise and different industry sponsors, this will allow us to fulfill the remaining purchases.

For Office Use Only • Do Not Write Below

Important:

- (1) All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- (2) Additionally, 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.

All forms must have a Time Stamp and

staff initial: du

'18 MAR 7 PM 10:50:01

ASI Associated Students, Inc.

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2017-18

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- Necessary Documents:
- Event Flyer w/ A.S.I. Logo
 - CSI Event Reg. Form
 - Estimates / Food Permits
 - Event Estimates / Invoices

Contact	Organization
Officer Name: _____	Club/Organization: <u>Baja Sae</u>
Officer Title: _____	Event Title: <u>Baja SAe Collegiate California Competition</u>
Address: _____	Date(s) of Event: <u>05/30/2018</u> Semester: <u>Spring</u>
City/State/Zip: _____	Location of Event: <u>40205 NE Borin Rd, Washougal, WA</u>
Phone & Email: _____	Expected Total Attendance: <u>100+</u>
Officer Signature: _____	Expected Attendance of Cal State LA Students: <u>30</u>

Event Description and Total Cost Breakdown	
Briefly describe the event: A competition that consist of multiple races that test the student vehicle. Along with a sales presentation that gives a more realistic overview if the car were to be produced. Cal State LA has competed in every competition since the competition has started in 1986.	Is the event open to all Cal State LA students?: <u>Yes</u> How will this program enhance the Cal State LA experience?: Allows baja members to put into action what the created all year long. Giving Cal state LA the opportunity to participate in this event will increase the the ability of our engineering program to be headed in

Hospitality	
Description	Amount
Hotel	\$1,567.0

Honoraria/Contracts	
Description	Amount
	0

Marketing	
Description	Amount
	0

Other	
Description	Amount
Vehicle rental	\$770.00
Gas	\$663.00
Vehicle Cost	14563.52

Event Summary	For Office Use Only • Do Not Write Below
Total Cost of Event: <u>17563.52</u>	Important: (1) <i>All Funding Request Forms must be turned in by 12 PM Friday, the week before the Funding Sub-Committee Meetings.</i> (2) <i>Additionally, funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.</i> (3) <i>Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.</i>
Amount Requested from A.S.I.: <u>\$3,000</u>	
Amount from other sources: <u>\$ 14563.52</u>	
What other resources are you employing for this event? Our IRA budget supplied by ECST college is 8500. With the approximate Fundraise of \$10K and different industry sponsors, this will allow us to fulfill the remaining purchases.	
All forms must have a Time Stamp and staff initial:	
'18 MAR 2 AM 11:54:17	

STUDENT ORGANIZATION EVENT REGISTRATION FORM

COMPLETED

This form must be completed 10 business days prior to the event date. Reservations for on campus events will not be confirmed until this form has been completed. No publicity may be distributed or posted online until this form has been submitted for off campus events. **Signatures must be completed in blue or black**

NAME OF ORGANIZATION: CSULA Baja SAE

EVENT CONTACT NAME:

NAME OF EVENT: Baja SAE International Oregon Competition

LI

EVENT DATE: May 28, 2018

BEGIN TIME: 7 a.m.

END TIME: 8 p.m.

ESTIMATED ATTENDANCE: 100+

98671

TYPE OF ACTIVITY (THE UNIVERSITY'S GENERAL RELEASE WILL BE REQUIRED FOR CERTAIN EVENTS.)

- BENEFITS TO PROCEED
 EDUCATIONAL PROGRAM
 SPIRITUAL PROGRAM
 RECREATIONAL PROGRAM
 DANCE/PARTY
 SOCIAL PROGRAM
 COMMUNITY SERVICE
 CONFERENCE/CONVENTION
 OTHER: Competition

WILL YOUR EVENT INCLUDE ANY OF THE FOLLOWING? (PLEASE CHECK ALL THAT APPLY)

- SPORTS ACTIVITY OR COMPETITION
 FOREST/PARK CLEAN-UP
 INTERNATIONAL TRAVEL
 BEACH CLEAN-UP
 INDOOR/OUTDOOR COOKING
 DOMESTIC TRAVEL
 BEACH BONFIRE

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

A competition that consist of multiple races that test the accuracy in the sections of Endurance, Acceleration, hill climb, Maneuverability of the buggie that was constructed by team effort throughout the year. Along with a sales presentation that gives a more realistic overview of the product. Baja SAE Club, that is part of the ECST college will be taking their vehicle to compete in their annual competition.

WHO IS INVITED (CHECK ALL THAT APPLY):

- STUDENT ORG. MEMBERS
 CAL STATE LA COMMUNITY
 OTHER COLLEGES & UNIV.
 GENERAL PUBLIC

Events intended for the general Cal State LA campus will be listed in the Student Organization Calendar of Events distributed weekly email by the Center for Student Involvement. NO, I DO NOT WISH FOR MY EVENT TO BE LISTED

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION, PARTICIPATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGANIZATION? (If yes, please complete statement regarding proceeds to benefit transactions on the back of this form) NO YES

WILL A MOVIE BE SHOWN? NO YES (If yes, please attach written proof of viewing rights.)

WILL THE EVENT HAVE SECURITY? NO YES If yes, please explain

WILL FOOD BE SERVED AT THE EVENT? NO YES

IF YES, WHO WILL PROVIDE THE FOOD? UNIVERSITY CATERING OTHER: Baja SAE International

A completed food permit is required for all on-campus events with food unless the food is provided by University Catering.

WILL ALCOHOL BE PRESENT AT THE EVENT? NO YES. Please attach a completed request to serve alcoholic beverages. (This form may take up to two weeks for review and approval)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? NO YES Initials

If so, please affirm organization members and guests will not consume alcohol.

PLEASE SIGN AND PRINT NAME OF MEMBER

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES, PLEASE SIGN AND PRINT NAME OF MEMBER

DOES THE STUDENT ORGANIZATION WANT TO PURCHASE SPECIAL EVENT INSURANCE FOR THIS EVENT? NO YES

Please be aware that student organization events are not covered for liability or other insurance by California State University.

pg. 1 of 2

STATEMENT REGARDING 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.

PRESIDENT: Luis Fernandez
TREASURER:

SIGNATURE: [Signature]
DATE: _____
SIGNATURE: _____
DATE: _____

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 Student Conduct.
- 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 to be in attendance of the entire event. Additional guidelines may be enforced.
- PUBLICITY:** All publicity material must have the name of the sponsoring group and the following statement: "The actions and opinions of this organization do not necessarily reflect those of the students, staff, faculty, or administration of Cal State LA."
- GENERAL RELEASE:** 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.

MY SIGNATURE BELOW INDICATES THAT I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH MY ORGANIZATION IS SPONSORING FOLLOW ALL GUIDELINES SET FORTH BY THE UNIVERSITY. I ACKNOWLEDGE THAT THIS EVENT AND ANY ASSOCIATED EVENT SPACE RESERVATION MAY BE SUBJECT TO CANCELLATION BASED ON MY ORGANIZATION'S RECOGNITION STATUS.

STUDENT ORG. OFFICER'S NAME: Luis Fernandez
SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature]
DATE: 2/16/18
ADVISOR'S NAME: Dr. Chris Bachman
SIGNATURE: [Signature]
DATE: 2/16/18

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 2-19-18
CSI VERIFIES THE ORG. IS RECOGNIZED BY THE UNIVERSITY

ASSISTANT DEAN OF STUDENTS: WELLNESS & ENGAGEMENT

GENERAL RELEASE REQUIRED FOR ALL PARTICIPANTS? NO YES DATE REQUIRED: _____

NOTIFICATIONS:

- PUBLIC AFFAIRS DATE: _____
- ATHLETICS DATE: _____
- DEPT. OF PUBLIC SAFETY DATE: _____
- FACILITIES USE COORDINATOR DATE: _____

NOTES OR UPDATES:

**Collegiate Design
Competition**
Portland, Oregon USA
May 30-June 2, 2018

BAJA SAE CLUB
California State University, Los Angeles



csulabajasae



calstatelabaja



calstatelabajasae

Contact Us: csulabajasae@gmail.com



ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE
NECESSARILY THOSE OF ASSOCIATED STUDENTS



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

College of Engineering, Computer Science, and Technology
Department of Mechanical Engineering

John Bachman
5151 State University Dr. ET A-131
Los Angeles, CA 90032

To whom it may concern:



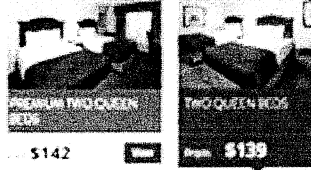

I am the faculty advisor for the Cal State LA Baja SAE team. This year we will be traveling Portland, OR for the Baja SAE competition taking place May 30th -June 2nd, 2018. Approximately 15 members of the team will be driving and staying near Portland, OR. One technical staff will be flying and meeting the team at the competition. If you have any questions, don't hesitate to contact me.

Sincerely,

John Bachman
Assistant Professor
California State University, Los Angeles
Mechanical Engineering Department



Mar 1, 2018

<p>Check In May 28, 2017 - Check out Jun 3, 2017 5 nights</p>  <p>TWO QUEEN BEDS</p> <p>Featuring 2 queen beds, microwave, free wireless internet, and 22" LCD flat panel TV. Get 70 sq. ft. of storage. These rooms are in the building adjacent to the main building. Accommodates 2 other people. Room has 40 sq. ft. wheelchair accessible rooming space, two desks and 200 sq. ft. of built-in storage.</p> <p>From \$142 \$139</p> <p>TWO QUEEN BEDS</p> <p>Guest Room Main Public Wheelchair Meets</p>	<p>May 28, 7:00 AM - Jun 4, 11:00 AM Passengers: 7</p> <p>Minivan 2014 Honda Odyssey Automatic</p>  <p>PER DAY</p> <p>\$499.99 \$697.33</p> <p>Includes: 7 days, 100 miles, unlimited mileage, tolls, and taxes.</p> <p>RESERVE</p>	<p>SubTotal:</p> <p>\$3,475 + \$2,010 = \$5,485</p>
<p>Check In May 28, 2017 - Check out Jun 3, 2017 6 nights</p>  <p>TWO QUEEN BEDS</p> <p>Featuring 2 queen beds, microwave, free wireless internet, and 22" LCD flat panel TV. Get 70 sq. ft. of storage. These rooms are in the building adjacent to the main building. Accommodates 2 other people. Room has 40 sq. ft. wheelchair accessible rooming space, two desks and 200 sq. ft. of built-in storage.</p> <p>From \$142 \$139</p> <p>TWO QUEEN BEDS</p> <p>Guest Room Main Public Wheelchair Meets</p>	<p>May 28, 7:00 AM - Jun 4, 11:00 AM Passengers: 15</p> <p>15 passenger Van 2014 Ford Transit Automatic</p>  <p>PER DAY</p> <p>\$114.99 \$700.43</p> <p>Includes: 7 days, 100 miles, unlimited mileage, tolls, and taxes.</p> <p>RESERVE</p>	<p>SubTotal:</p> <p>\$3,475 + \$1,402 = \$4,877</p>





Mar 1, 2018

EVENT CHAIRMAN'S MESSAGE

Dear Competitors,

Welcome to the 2015 SAE Baja Oregon Competition! The competition will take place Wednesday through Saturday, May 27-30th. I'm happy to report that the competition sold out in less than 10 minutes with 100 teams and was the second fastest to sell out of all 11 SAE student competitions. Teams are traveling from the USA, Mexico, Canada, South Korea, Venezuela, UAE, and India. This will be the largest SAE Oregon we have hosted and it certainly will be one of the most competitive.

I would like to start with a special thanks to the SAE Oregon Chapter for hosting the event. This is now our 5th time hosting this event, following competitions in 2004, 2006, 2009, and 2012. Many of us on the Baja SAE Oregon committee have been involved in all five SAE Oregon events, plus several other SAE events as competitors or volunteers. We are all volunteers and we have been working very hard to make this the best competition yet.

Some things are distinctly different for this year:

- We are switching to a 4 day competition format. Day 1 will be located at the Holiday Inn Portland Airport. Days 2, 3, and 4 will take place at Washougal Motocross Course.
- Sales Presentations and Registration have been shifted to Day 1. Briggs Engine Check will also be available on Day 1 for teams that have their car ready, limited to 40 teams.
- Tech Inspection and Design Judging are now the only competition events on Day 2. Dynamic events will be Day 3, and Endurance will be Day 4.
- Competition has been changed to much later in the year. The SAE Oregon competition is now 3rd on the calendar of the Baja SAE events.
- Washougal has changed their track maintenance system. Instead of a "soak and scrape" system, they have switched to a "compact and drain" system to make the track competition ready earlier in the season. We plan on using the track for a portion of the endurance course.
- The banquet will directly follow the endurance event at Washougal.
- We will have live scoring posted at Washougal via Wi-Fi.
- We have arranged a special room rate of \$89.00 a night for competitors at Holiday Inn Portland Airport.

Some things will stay the same:

- The four dynamic events will be Rock Crawl, Acceleration, Maneuverability, and Hill Climb.

NAME OF ORGANIZATION: CSULA BAJA SAE

NAME OF EVENT: Baja SAE Collegiate California Competition

EVENT DATE: 05/30/2018

	Amounts
• Hotel	\$1,567.00
• Gas (subject to change)	\$663.00
• Vehicle Rental	\$770.00
• Total:	\$3,000.00

Rental car:

<https://www.priceline.com/drive/search/Alhambra,%20CA/Alhambra,%20CA/20180528-09:00/20180603-21:00/list?listSortBy=DEFAULT>



7 3

SIXT

Minivan
Mercedes Metris or similar†

Shuttle to Car

✓ Unlimited Mileage

PAY NOW & SAVE

SAVE 16%

PICK-UP
Los Angeles Intl Airport (LAX)

DROP-OFF
Same as pick-up

17.5 mi from City Center

~~\$38~~
\$31/day
Total: \$324‡

Choose ✓

Pay Now Save 16% **\$31/day**
Total: \$324‡

Pay Later **\$38/day**
Free Cancellation Total: \$385‡

Show More Results

† Car fleet information including capacities is based on the latest information provided to us by the supplier and is subject to change.

‡ Additional fees may be required on one-way rentals and for drivers under 25 or over 70 years old. In some cases, additional local taxes and fees may be due at the counter.

Total: \$385 x 2 2 = \$770

Gas: <https://www.fueleconomy.gov/trip/#>



2017 Mercedes-Benz Metris (Passenger Van)
2.0 L, 4 cyl, Automatic 7-spd, Turbo, Premium



Comb. MPG: **22.0**

Trip fuel cost: **\$149.96**

+ Add a Vehicle

Trip Plan

^ v	California State University, Los Angeles	x
^ v	San Jose	x
^ v	sacramento	x
^ v	8439 NE Columbia Blvd, Portland, OR 97220	x
^ v	Washougal MX Park LLC, 40205 NE Borin Rd, Wa	x

Trip Fuel Cost: \$149.96 x 2 (two way trip) = \$300 x 2 (two vehicles) = \$600
Subject to change with gas prices

Hotel: <https://www.priceline.com/stay/checkout/retail/2018-05-28/2018-06-03/3/55543/4CECA0D0E87154E1C0F908D81B4FC146F40B6FB06CA3D23D28096D7173B44A05B160BE3DB7EB0191B160BE3DB7EB01917EA3048807BEE935?currency-code=USD&tax-display-mode=false&country-code=US&adultocc=2>



**Howard Johnson
Portland Airport**

Portland International Airport (PDX)

6 people are viewing this hotel

**Queen Room -
Non-Smoking**



Includes:

FREE Cancellation until 12:00 PM on
05/27/2018 (PDT)

Free Continental Breakfast
and Free WiFi

Check-in: 28 May Monday → Check-out: 03 June Sunday
Rooms: 3 Nights: 6

Room Cost	\$75.67
3 Rooms x 6 Nights	\$1,362.06
Taxes & Fees	\$204.30
Total Charges	\$1,566.36

Reservation Name (Age 21 or older)

Enter the name of the person checking into each room. Remember to bring a valid photo ID and credit card at check-in.

Room 1*

Best Price. GUARANTEED.

Total Cost: \$1,566.36 for 3 rooms, 6 nights

Thanks LUIS, your reservation is confirmed. We look forward to seeing you May 27, 2018.

Rental Details

[Modify Reservation](#) OR [Cancel Reservation](#)

RENTER DETAILS

Driver Name: LUIS FERNANDEZ
Email Address: l*****z@rocketmail.com
Phone Number: *****3739
Age: 25+

VEHICLE CLASS

15 passenger Van \$ 569.10
For 1.0 - week(s) \$ 569.10 / week
15 passenger Van \$ 113.62
For 1.0 - day(s) \$ 113.62 / day

VEHICLE MILEAGE

Unlimited Mileage Included

TAXES & FEES

[LEARN MORE ABOUT TAXES AND FEES](#)

VEH LIC RECOVERY \$ 26.89
SALES TAX (9.5%) \$ 64.76

ESTIMATED TOTAL

Estimated Total due at the counter

\$ 773.36



CAL STATE LA

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MEMO

DATE: March 6, 2018
FROM: Nancy Warter-Perez, Chair, Mechanical Engineering
TO: Barbara Hong, Vice Chair for Finance, ASI
CC:
SUBJECT: Mini- Baja to Portland, Oregon

A handwritten signature in black ink, appearing to read 'Nancy Warter-Perez'.

I have reviewed the travel plans for Mini Baja organization's to Portland, Oregon, May 30 to June 2. Based on the purpose of the tours and the outcomes that will result from it, I approve the trip of the 15 members for approximately \$3000.00.

18 MAR 7 PM 11:50