



Associated Students, Inc.

Funding Request Form

2018-19

the Students, by the Students!

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

Contact

Officer Name: _____

Officer Title: _____

Address: _____

City/State/Zip: _____

Phone & Email: _____

Officer Signature: [Signature]

Organization

Club/Organization: CSULA BAJA SAE

Event Title: Baja SAE Collegiate California Competition

Date(s) of Event: 5/16/19-5/19/19 Semester Spring

Location of Event: Quail Canyon Special Events Area 36006

Expected Total Attendance: 100+

Expected Attendance of Cal State LA Students: 30

Event Description and Total Cost Breakdown

Briefly describe the event:

Cal State LA's Baja SAE team competes yearly in a Collegiate Design Series for engineers where the vehicle we have built are competed against each other in static and dynamic events. Meaning that our vehicle and team are judged in everything including Prototyne cost to a 4 hour Endurance.

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

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

Cal State LA has had a prestigious record in this event. Our team plans to live up to those records this year. Winning for Cal State LA means that our engineering program is headed in the right direction.

Hospitality

Description	Amount
hotel for 4 nights	\$2,684

Honoraria/Contracts

Description	Amount

Marketing

Description	Amount

Other

Description	Amount

Event Summary

Total Cost of Event:	<u>0</u>
Amount Requested from ASI:	<u>\$2,684</u>
Amount from other sources:	<u>\$8,500</u>

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.

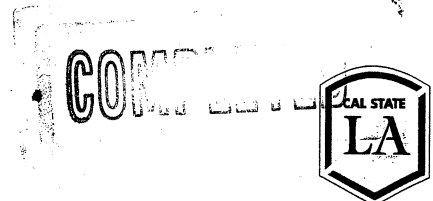
What other resources are you employing for this event?

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

All forms must have a Time Stamp and staff initial: DN

19 MAR 5 4:08:45

STUDENT ORGANIZATION EVENT REGISTRATION FORM



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

NAME OF ORGANIZATION: **CSULA BAJA SAE** PHONE: [REDACTED] DATE: **02-15-19**

EVENT CONTACT NAME: [REDACTED] EMAIL: [REDACTED]

NAME OF EVENT: **Baja SAE Collegiate California Competition** LOCATION: **Quail Canyon Special Events Area 36000 Quail Canyon Rd**

EVENT DATE: **5/16/19-5/19/19** BEGIN TIME: **7:00 AM** END TIME: **8:00 PM** ESTIMATED ATTENDANCE: **11**

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

PROCEEDS TO BENEFIT EDUCATIONAL PROGRAM SPIRITUAL PROGRAM RECREATIONAL PROGRAM
 DANCE/PARTY SOCIAL PROGRAM COMMUNITY SERVICE CONFERENCE/CONVENTION
 OTHER: **Competition** SPEAKER/PANEL

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

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

PLEASE DESCRIBE THE EVENT BELOW (INCLUDE ALL ACTIVITIES):

BAJA SAE is part of the ECST College. We will be taking our vehicle to compete in our annual Competition. The vehicles race on a off-road course designed by SAE International.

HOW WILL YOU MARKET THIS EVENT? (CHECK ALL THAT APPLY)

PRINTED POSTCARDS PRINTED POSTERS/FLIERS SOCIAL MEDIA: **Instagram: @calstatelabaja** OTHER: [REDACTED]

WHO WILL BE INVITED? (CHECK ALL THAT APPLY):

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

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

WILL THE EVENT HAVE AN ADMISSION CHARGE, REGISTRATION FEE, OR RAISE ANY PROCEEDS TO BENEFIT THE ORGAZNIZATION? (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 [REDACTED]

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 possible approval.)

WILL THE EVENT BE HELD IN A RESTAURANT/VENUE WHERE ALCOHOL IS AVAILABLE? NO YES Initials [REDACTED] PLEASE LIST 2 TIPS and SVPT TRAINED MEMBERS ON PAGE 2.

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

WILL OFF-CAMPUS MEDIA BE NOTIFIED ABOUT THE EVENT (NEWSPAPER, TV, RADIO, ETC.)? NO YES, PLEASE PROVIDE WHO WILL BE INVITED ON PAGE 2.

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, Los Angeles or the University-Student Union. Student organization officers or the advisor may be held personally liable. If the student organization would like to purchase Special Event Insurance for a particular event, please contact [REDACTED]

RECEIVED
02/15/19

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. Fundraisers will be held on campus to raise the remaining of the travel fees.

PRESIDENT: [REDACTED] SIGNATURE: [Signature] DATE: 2/15/19
 TREASURER: [REDACTED] SIGNATURE: [Signature] DATE: 2/15/19
 U-SU STUDENT ORGANIZATION ACCOUNT #: [REDACTED] or APPROVED EXEMPT STATUS: CSI VERIFICATION **BEOO!**

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 and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the entire event. Additional guidelines may be enforced.
 - 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:** 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 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.

STUDENT ORG. OFFICER'S NAME: [REDACTED] SIGNATURE (PLEASE USE BLUE OR BLACK INK ONLY): [Signature] DATE: 2/15/19
 ADVISOR'S NAME: [REDACTED] SIGNATURE: [Signature] DATE: 2/15/17

ACKNOWLEDGMENT - FOR OFFICE USE ONLY

CENTER FOR STUDENT INVOLVEMENT (U-SU 204) SIGNATURE: [Signature] DATE: 2/15/19
 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: _____
 - OTHER: _____ DATE: _____
 - U-SU BUSINESS OFFICE DATE: _____

NOTES OR UPDATES: (TIPS-CERTIFIED/SVPT TRAINED MEMBERS, SOCIAL MEDIA SITES/HANDLES, INVITED MEDIA, ADDITIONAL INFORMATION/REQUIREMENTS)



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
John.Bachman@calstatela.edu

To whom it may concern:

I am the faculty advisor for the Cal State LA Baja SAE team. This year we will be traveling Gorman, CA for the Baja SAE competition taking place May 16-May 19, 2019. Approximately 20 members of the team will be driving and staying near Gorman, CA. 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,

A handwritten signature in black ink, appearing to read "John Bachman".

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

Collegiate Design Competition

Gorman, California USA

May 16- May 19, 2019

BAJA SAE CLUB

California State University

Los Angeles

SAE[®]



calstatelabaja1



calstatelabajasae



calstatelabaja

Contact Us: csulabajasae@gmail.com

AS¹

ASSOCIATED STUDENTS, INC.

THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

NAME OF ORGANIZATION: CSULA BAJA SAE
NAME OF EVENT: Baja SAE Collegiate California Competition
EVENT DATE: 05/16/19-05/19/19

Amount:

- Hotel : Rodeway Inn Magic Mountain Area
- Total: \$2,535.47 for 4 Rooms 4 nights

Quotes

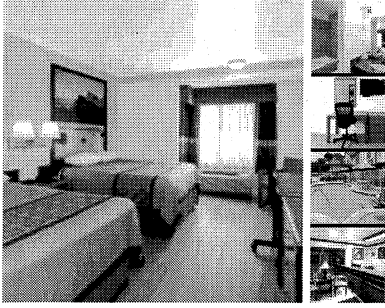
RODEWAY INN MAGIC MOUNTAIN AREA

Check In:	Wed, May 15, 2019
Check Out:	Sun, May 19, 2019
Rooms:	4
Adults:	16
Kids:	0

RATES FOR


Included	Full Breakfast Free Wireless Internet Free Parking
Wed, May 15	\$129.00
Thu, May 16	\$129.00
Fri, May 17	\$139.00
Sat, May 18	\$139.00
4 Rooms:	\$2,144.00
<u>Tax Recovery Charges & Fees</u>	\$376.48
<u>Service Fee</u>	\$14.99
<hr/>	
TOTAL:	\$2,535.47

[Room cancellation policy, hotel information and fees](#)



Super 8 by Wyndham Santa Clarita/Valencia

Great Value Today  Free parking  Pet friendly

 17901 Sierra Hwy, Santa Clarita, CA 91351, United States of America

Your Booking Details

Check-in:
Wednesday, May 15, 2019 from
2:00 PM

Check-out:
Sunday, May 19, 2019 until 11:00 AM

Total length of stay:
4 nights

[Traveling on different dates?](#)

You selected:
4 x Two Double Beds - Non-Smoking

Sleeps (up to)
16 adults

✓ This should be a great fit!

[Change your selection](#)

Your Booking includes

Breakfast
Free WiFi
Free parking


Your Price Summary


4 rooms	\$2,632
10 % TAX	\$263.20

Price **\$2,895.20**
(for 16 guests and 4 nights)



Travelodge by Wyndham Santa Clarita/Valencia

 Free parking

 17843 Sierra Highway, Santa Clarita, CA 91351, United States of America

Your Booking Details

Check-in:

Wednesday, May 15, 2019 from 3:00 PM

Check-out:

Sunday, May 19, 2019 until 11:00 AM

Total length of stay:

4 nights

[Traveling on different dates?](#)

You selected:

4 x Queen Room with Two Queen Beds -
Non-Smoking

Sleeps (up to)

16 adults

✓ This should be a great fit!

[Change your selection](#)

Your Booking Includes

Breakfast

Free WiFi

Free parking

Your Price Summary

4 rooms	\$2,528
10 % TAX	\$252.80

Price	\$2,780.80
(for 16 guests and 4 nights)	



March 22, 2019

To Whom It May Concern:

I approve the Baja SAE team traveling to Gorman, CA for the Baja SAE competition taking place May 16-May 19, 2019. Approximately 20 members of the team will be driving and staying near Gorman, CA for the competition. The team will be accompanied by their Faculty Advisor, Dr. John C. Bachman.

Funding support for this trip will be provided through an Instructionally Related Activity (IRA) grant for \$8,500 and \$3,000 support from ASI (pending).

This is an excellent opportunity for our students to apply their engineering knowledge and problem solving skills in a competition environment. The Baja SAE team has been working hard throughout the year to prepare for this competition, committing many hours to this project. Their team work and dedication is admirable.

If you have any further questions, please feel free to contact me at (323)343-4490 or nwarter@calstatela.edu.

Sincerely,

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

Nancy Warter-Perez
Chair, Mechanical Engineering



CAL STATE LA

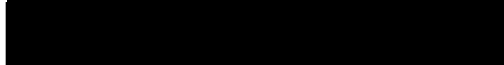
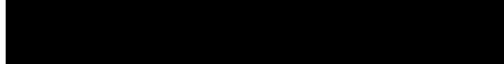
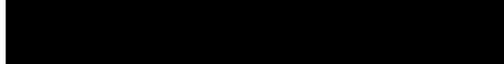
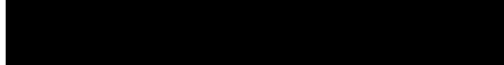
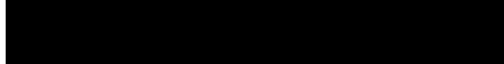
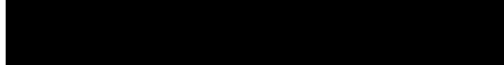
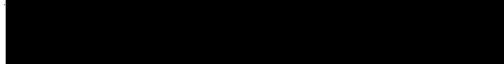
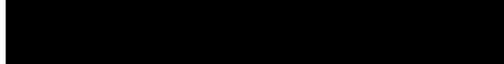
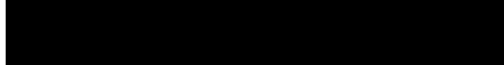
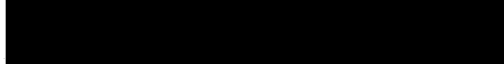
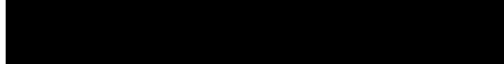
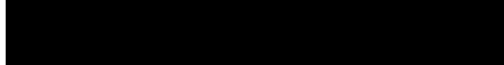
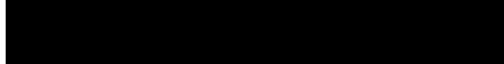
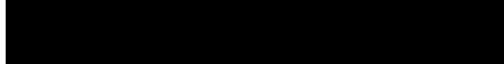
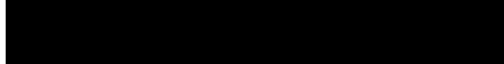

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

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

CSULA BAJA SAT

California State University, Los Angeles
CLASS GENERAL RELEASE
(FIELD TRIP/OFF-CAMPUS ACTIVITY/TRANSPORTATION)

ONLY STUDENTS ENROLLED IN THIS COURSE MAY PARTICIPATE

PRINT PARTICIPANT'S NAME	PARTICIPANT'S SIGNATURE	DATE
		Kurt Oats 02/21/19
		2/21/19
		2/21/19
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