# FUNDING REQUEST

2019-2020

### PART 1 - NOTICE & CHECKLIST

- 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

CLUB/ORG: Baia SAE

EVENT TITLE: BAJA SAE Frame Build Day

DATE(S) OF EVENT: 10/07/19

SEMESTER: FALL

EVENT LOCATION: ECST B 15

EXPECTED ATTENDANCE: 15

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

SIGNATURE:

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES VINO

BRIEFLY DESCRIBE THE EVENT:

BAJASAE is part of the ECST College. We will be taking our vehicle to compete in our annual Competition in June 2020. In order to do so we have to build the car and we plan to do so during this event this event This will be a team event in

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE? It gives the team an insight into the manufacturing world and how CSULA provides us with that experience.

# PART 4 - COST BREAKDOWN DESCRIPTION: AMOUNT: HONORARIA / CONTRACTS DESCRIPTION: AMOUNT: HOSPITALITY DESCRIPTION: AMOUNT: DESCRIPTION: AMOUNT:

	 8		
<b>-</b>		4130 SQ TUBE 1"X1"X.035 10FT	\$159.90
=	EB	4130 STEEL TUBE 1"X.065 10FT	\$138.00
	0.11	4130 TUBE 1-1/4"X.035 10FT	\$68.00
Ē		4130 STEEL TUBE 1"X.035 10FT	\$190.00
		4130 TUBE 1-1/4"X.065 10FT	\$321.00

# PART 5 - EVENT SUMMARY

\$1019.36 TOTAL COST OF THE EVENT TOTAL REQUESTED FROM ASI \$1019.36 \$0 AMOUNT FROM OTHER SOURCES

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

9/27/2019 Presence

for on campus events will not be confirmed unless this form has been completed.



**Event Registration** 

EXPORT ▼

**Approval** Ordered

Approved

Approved

Dashboard

Baja SAE Frame Build Day

Submitted By:

on 9/26/2019 3:08:27 PM

**Basic Information** 

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations

Please select the type of organization Event Name Track who will be hosting this event.

Student Organization

Baja SAE Frame Build Day

**√**(./a∈

Assess

☆ Engage About the event

Please describe what this event is about and include all intended activities that will take place. BAJA SAE is part of the ECST College . We will be taking our vehicle to compete in our annual Competition in June 2020. In order to do so we have to build the car and we plan to do so during this event. This will be a team event in which every team member contributes in the building of

the frame.

Approved on 09-27 8:35 AM

Approved on 09-26 4:53 PM

Campus Administrator

**Host Organization Name** 

**Estimated Attendance** 

What Organization/Department is hosting the event?

Cal State LA Baja SAE

15

Time & Location

Start Date/Time

End Date/Time

10/07/2019 - 9:00 AM

10/07/2019 - 4:00 PM

Where will the event take place?

**On Campus Locations** 

On campus

Other (describe in address/location field)

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.

ECST B-15

+0

Create



Support

prior to CSI approval. Contact Person

Only current organization officers can submit the Event Registration Form. Submitted forms will require Advisor approval

Officer Contact Phone Number

Student Organization Officer and Advisor Contact Information

Contact Email

Provide the officer's email address.





Manage



Track



Assess



Engage

Please provide the name of the officer submitting this form

**Organization Advisor** 

### **Organization Advisor Phone Number**

### **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

### Marketing

Name

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? **Social Media Site** 

Social Media Handle

Instagram

Social Media

calstatelabajasae

### Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

**EDUCATIONAL** 

**Cover Image** 

Please select an image that corresponds to your event.





Create











Manage



Track



Assess



Engage

**Event Details** 

### **Event Category**

## **Planned Activities**

Please select any of the categories above that best describes Will your event have any of the following activities? The your event. Note, organization meetings do not need to be University's General Release will be required for certain

registered.
Educational Workshop/Program

activities.

Not Applicable

### Amplified Sound Permit Upload\*

You've indicated your on campus event will have amplified sound. Please submit an approved permit form. Below you will find the link to the form that needs to be approved by CSI. We did not indicate that we will have amplified sound.pdf

Will food be served at the event?

Will the event have security?

No

No

Will the event have an admission charge, registration fee, or raise any proceeds to benefit the organization

No

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

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.



0

Support



Signature Pad Field





Manage



Track



Assess



Engage



(https://calstatela-cdn.presence.io/form-field-uploads/caa045a5-87e3-4730-9e3b-3237755bc0a8/e3f04442-8674-48c9-b8c4-8ef353441678.png?sv=2018-03-28&sr=b&sig=qFtvyHljoqdk9tn2RWX%2F5xZYtysygnnpTHsMzb7MNrE%3D&st=2019-09-27T20%3A33%3A07Z&se=2019-09-27T20%3A48%3A07Z&sp=r&rsct=image%2Fpng&rscd=attachment%3B%20filename%3D1c3c948d-c9e2-4c68-b4c1-5dfab974c792\_2019-09-26T22.08.27.5676.png)

### **Event Guidelines & Resources**

# Student Organization Event Guidellines

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.

(http://www.calstatela.edu/studentconduct)

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages (http://www.calstatela.edu/sites/default/fil 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

(http://www.caistatela.edu/sites/default/file 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 quidelines can be found in

# Student Organization Event Resources

### Additional Required Forms

The following forms may be required based on your event details. If required, these complete forms must be uploaded at the time your organization is registering its event at least 10 business days prior to your event date.

- Temporary Food Facility Permit (http://www.calstatela.edu/sites/default/files/groups/Environmental%20Health%20and%20Safety/temporary
- Request to Serve Alcoholic Beverages

The following forms must be used to

· External Table Request Form

Form

### Additional Resources

(http://www.calstatela.cde/aites/default/files/groups/Administration%20and%20Finance/505/505\_appendix.

Union. For more information ferer to the University-Student Union Operations (https://www.calstatelausu.org/Applications.php).

- Beverages form (https://www.calstatelausu.org/usuforms/u-(http://www.calstatela.edu/sites/default/files/groups/Adminishpriant%Qapp2o29Fbeana@2019PAt空appAequeth%20Form.pdf)
  - Information Table Request Form (https://www.calstatelausu.org/usuforms/usu/operations/fa2018/Information%20Tabling%20Request%20Form.pdf)
  - Meeting Request Form (http://https://www.calstatelausu.org/usuforms/usu/operations/sp2019/Meeting%20Room%20Request%20Formv2.pdf)
  - Outdoor Event Request Form (https://www.calstatelausu.org/usuforms/usu/operations/sp2019/Outdoor\_Space\_Request\_Formv2.pdf)

Use of Facilities Forms:



Create













Assess



Engage

the Student Organization Handbook. (http://www.calstatela.edu/studentservices/events- complete your event space requests. For food-alcohol-and-campus-venues-alcohol)

The following forms can be used to more information refer to the Use of **Facilities** 

Publicity: All publicity material must comply with University Administrative Procedures AP P003

and AP P007

(http://www.calstatela.edu/usefacilities).

· External Space Request Form

(http://www.calstatela.edu/sites/default/files/users/u6423(http://www.calstatelausu.org/usuforms/usu/operations/sp2019/External%20SPACE%20Request%20Form.pdf)

(http://www.calstatela.edu/sites/default/files/groups/AdmFriIstiragi ውድጳቢፀደክፈዥያመድaitamce/Policy/p007.pdf).

(http://www.calstatela.edu/sites/default/files/groups/Office%20of%20Communications%20and%20Pul

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 requested documents.

Create





My Cart cartID: 1000490129

18 items - Subtotal

Add-on Services

**Estimated Tax** 

**Estimated Shipping** 

\$1,118.76

\$0.00

\$106.28

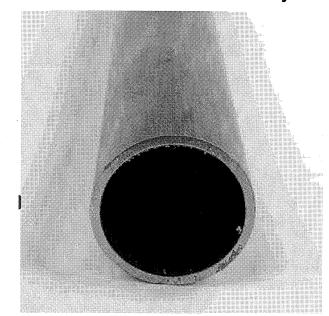
\$0.00

\$1,225.04

**Total** 

**Special Processing/Handling Instructions:** 

# 1" OD x 0.065" Wall x 0.87" ID Alloy Steel Round Tube 4130-Normalized Seamless - Part #: 7337



### **Dimensions**

Outer Diameter: 1"

Inner Diameter: 0.87"

Wall: 0.065"

Size: 96.0"

WARNING: Cancer and Reproductive Harm -

www.P65Warnings.ca.gov

QTY

4

Update

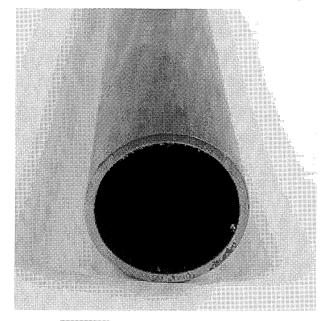
\$224.12

\$56.03 ea

Mill Test Reports (MTR's) is available for this item. Check this box to request Your Free MTR.



# 1.25" OD x 0.035" Wall x 1.18" ID Alloy Steel Round Tube 4130-Normalized Seamless - Part #: 15336



# **Dimensions**

Outer Diameter: 1.25"

Wall: 0.035"

Inner Diameter: 1.18"

Size: 96.0"

WARNING: Cancer and Reproductive Harm -

www.P65Warnings.ca.gov

QTY 1

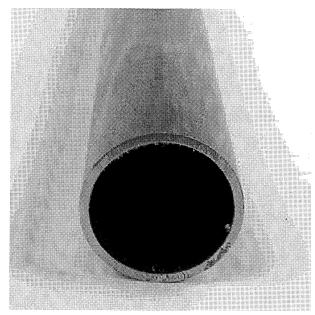
Update

\$74.55 \$74.55 ea

Mill Test Reports (MTR's) is available for this item. Check this box to request Your Free MTR.



# 1" OD x 0.035" Wall x 0.93" ID Alloy Steel Round Tube 4130-Normalized Seamless - Part #: 10751



# **Dimensions**

Outer Diameter: 1"

Wall: 0.035"

Inner Diameter: 0.93"

Size: 96.0"

WARNING:Cancer and Reproductive Harm -

www.P65Warnings.ca.gov

5 **QTY** 

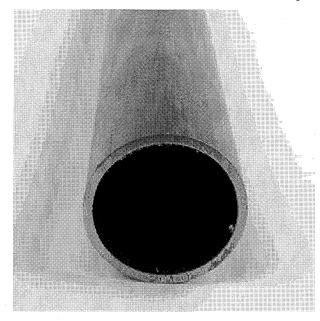
Update

\$291.05 \$58.21 ea

Mill Test Reports (MTR's) is available for this item. Check this box to request Your Free MTR.



# 1.25" OD x 0.065" Wall x 1.12" ID Alloy Steel Round Tube 4130-Normalized Seamless - Part #: 7341



# **Dimensions**

Outer Diameter: 1.25"

Wall: 0.065"

Inner Diameter: 1.12"

Size: 96.0"

WARNING:Cancer and Reproductive Harm -

www.P65Warnings.ca.gov

QTY 8

Update

\$529.04 \$66.13 ea

Mill Test Reports (MTR's) is available for this item. Check this box to request Your Free MTR.

















18 items - Subtotal Add-on Services **Estimated Tax Estimated Shipping** 

**Order Discount** 

**Total** 

\$1,118.76 \$0.00

\$106.28

\$0.00

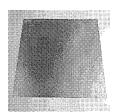
\$0.00

\$1,225.04

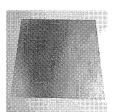
# YOU MAY ALSO LIKE



Mild Steel Square Tube A513 Hot Rolled



Mild Steel Sheet A366/1008 Cold Roll



Mild Steel Sheet A366/1008 Cold Roll



Mild Steel Perforated Sheet A36 Round Hole



# **Shipping**

1-877-4-SPRUCE | info@aircraftspruce.com Aircraft Spruce & Specialty Co. Corona, CA | Chicago, IL Wasilla, AK | Peachtree City, GA Brantford, ON Canada

()	Ship
0	Store / Will Call
0	West - 225 Airport Circle, Corona, CA 92880 - 951-372-9555 - Directions
$\circ$	East - 452 Dividend Drive, Peachtree City, GA 30269 - 770-487-2310 - Directions
$\bigcirc$	Midwest - 1110 Commerce Dr, Chicago, IL 60185 - 630-231-3570 - Directions
0	Alaska - 4851 E Blue Lupine Dr., Wasilla, AK 99654 - 907-373-5300 - Directions

### Shopping Cart Comopo **Product** Qty Subtotal 4130 SQ TUBE 1"X1"X.035 10FT Quantity \$159.90 Part# 03-13400-10 1 MFR Model# WICHITA Update \$159.90/Each Delete Item is Excluded from Free Shipping In Stock 4130 STEEL TUBE 1"X.065 10FT Quantity \$138.00 Part# 03-06400-10 3 MFR Model# 24 MILL Update \$46.00/Each Delete Item is Excluded from Free Shipping In Stock 4130 TUBE 1-1/4"X.035 10FT Quantity \$68.00 Part# 03-07500-10 1 MFR Model# Update \$68.00/Each Delete Item is Excluded from Free Shipping ✓ In Stock 4130 STEEL TUBE 1"X.035 10FT \$190.00 Quantity Part# 03-06100-10 MFR Model# 24 MILL Update \$47.50/Each Delete Item is Excluded from Free Shipping



✓ In Stock

### 4130 TUBE 1-1/4"X.065 10FT

Part# 03-07800-10 HIBA & C MI\_L \_ SA CT K

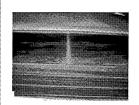
Quantity

\$321.00

6

Item is Excluded from Free Shipping

# You May Also Be Interested In



METAL CERTIFICATION

\$15.00

4130 STEEL TUBE 1"X.049

10FT

\$37.50



4130 STEEL TUBE 1"X.095 10FT

\$65.50



10FT

\$47.50



4130 STEEL TUBE 3/4"X.065



4130 STEEL TUBE 1/2"X.035 10FT

\$53.50

Checkout

Merchandise Total:

\$876.90

Paperwork Fees:

\$75.00

Shipping: Tax (7.75%): \$0.00 \$67.96

Total (USD) \$1019.86

Availability, shipping, tax & promotions are not final until you complete your order

Total (USD)

\$1019.86

Availability, shipping, tax & promotions are not final until you complete your order

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# **Shipping**

1-877-4-SPRUCE | info@aircraftspruce.com Aircraft Spruce & Specialty Co. Corona, CA | Chicago, IL Wasilla, AK | Peachtree City, GA Brantford, ON Canada

$\bigcirc$	Ship
0	Store / Will Call
0	West - 225 Airport Circle, Corona, CA 92880 - 951-372-9555 - Directions
$\bigcirc$	East - 452 Dividend Drive, Peachtree City, GA 30269 - 770-487-2310 - Directions
$\bigcirc$	Midwest - 1110 Commerce Dr, Chicago, IL 60185 - 630-231-3570 - Directions
$\bigcirc$	Alaska - 4851 E Blue Lupine Dr, Wasilla, AK 99654 - 907-373-5300 - Directions

### Shopping Cart COMODO SECURE Product Subtotal Qty 4130 SQ TUBE 1"X1"X.035 10FT Quantity \$159.90 1 Part# 03-13400-10 MFR Model# WICHITA Update \$159.90/Each Delete Item is Excluded from Free Shipping ✓ In Stock 4130 STEEL TUBE 1"X.065 10FT Quantity \$138.00 3 Part# 03-06400-10 MFR Model# 24 MILL Update Delete \$46.00/Each Item is Excluded from Free Shipping ✓ In Stock 4130 TUBE 1-1/4"X.035 10FT Quantity \$68.00 Part# 03-07500-10 MFR Model# Update \$68.00/Each Delete Item is Excluded from Free Shipping In Stock Quantity 4130 STEEL TUBE 1"X.035 10FT \$190.00 4 Part# 03-06100-10 MFR Model# 24 MILL Update \$47.50/Each Delete

Item is Excluded from Free Shipping

🗸 In Stock



4130 TUBE 1-1/4"X.065 10FT

Part# 03-07800-10

Quantity

\$321.00

6

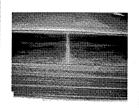
\$53.50/Each

Item is Excluded from Free Shipping

✓ In Stock

Update Delete

# You May Also Be Interested In



METAL CERTIFICATION

4130 STEEL TUBE 1"X.049 10FT



4130 STEEL TUBE 1"X.095 10FT



4130 STEEL TUBE 3/4"X.065





4130 STEEL TUBE 1/2"X.035

\$53.50

\$15.00

\$37.50

\$65.50

\$47.50

# Checkout

Merchandise Total:

\$876.90

Paperwork Fees:

\$75.00

Shipping:

\$0.00

Tax (7.75%):

\$67.96

Total (USD) \$1019.86

Availability, shipping, tax & promotions are not final until you complete your order

Total (USD)

\$1019.86

Availability, shipping, tax & promotions are not final until you complete your order

BAJA SAE Frame BUild Day

California.

State University, Los

Angeles.

BCST B15

October 7,2019

calstatelabaja1

calstatelabajasae

**-** calstatelabaja

ACI

ASSOCIATED STUDENTS, INC.

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

RAJA SAE Eramo BHJH 5HE LIJU

California State University,

Los Angeles

Contact Us: csulabajasae@gmail.con

# **Fwd: Event Registration Form**

CSULA Baja SAE <csulabajasae@gmail.com>

Fri 9/27/2019 11:53 AM

To: Administrative Assistant to the Office Manager1 <asiomaa@calstatela.edu>

Sent from my iPhone

Begin forwarded message:

From: "Varnado, Candice R" < cvarnad@calstatela.edu>
Date: September 27, 2019 at 8:36:33 AM PDT

To:

Cc: CSULA Baja SAE

Subject: RE: Event Registration Form

Hi Kimberly,

I just approved the form.

Happy Friday, Candice

From:

Sent: Thursday, September 26, 2019 4:58 PM

To:

Cc: CSULA Baja SAE

Subject: Re: Event Registration Form

Thank you!

We submitted the event registration form and our advisor just approved it!

Get Outlook for iOS

From

Sent: Thursday, September 26, 2019 2:39:36 PM

To:

Cc: CSULA Baja SAE

Subject: RE: Event Registration Form

Here is the link to the <u>Event Registration Form</u>, if you submit today and your advisor approves. I will approve for tomorrow's ASI meeting.

Candice

From

Sent: Thursday, September 26, 2019 2:30 PM

To: Varnado, Candice R

Cc: CSULA Baja SAE ←

Subject: Re: Event Registration Form

Since the website is down, I will go to the CSI office to see what can be done to turn it in by today. In regards to our advisors approval, what exactly does he have to do? Is there a form he needs to sign? He is already aware about the event and that we have started paperwork.

### Get Outlook for iOS

From: Varnado, Candice F

Sent: Thursday, September 26, 2019 2:18:27 PM

To

Cc: CSULA Baja SAE

Subject: RE: Event Registration Form

Also, Please submit the form today, as today is the last day the form can be submitted because of the 10 business day rule.

Candice

From: Varnado, Candice R

Sent: Thursday, September 26, 2019 2:17 PM

To:

Cc:

Subject: RE: Event Registration Form

Hi

All forms must be submitted through Presence and approved by your advisor before CSI can approve the form. We are no longer using paper submissions, as mentioned at ODC.

### Candice

From:

Sent: Thursday, September 26, 2019 12:39 PM

To: Varnado, Candice R

Cc: CSULA Baja SAE

**Subject:** Event Registration Form

Hello Candice,

We are Baja SAE, an organization on campus that focuses on bringing stem majors together in the building of an off-road vehicle.

We are trying to host a "Baja SAE Frame Build Day" on October 7,2019. I have attached the Event registration form, in hopes of you helping us out to get it approved. We need to get it approved ASAP to be able to submit funding for ASI and be able to catch the next meeting. We are unable to submit the paperwork through presence, seems like the website mights be down. But at soon as the website is back ad running we will submit there . Thank you so much for your time.

Attentively waiting,

(./)

Organizations (./organizations) Events (./events) Forms (./forms)



# Baja SAE Frame Build Day

Hosted by the Cal State LA Baja SAE

(https://calstatela.presence.io/organization/cal-state-la-baja-sae)

October 07

**9**:00 AM - 4:00 PM

**♀** ECST B-15

(./)

=

# **Basic Information**

Student organizations (./organizations)10 b Events (./events)ent Gorms (./forms) campus vents will not be confirmed unless this form has been completed.

# Please select the type of organization who will be hosting this event.

**Student Organization** 

# About the event

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

BAJA SAE is part of the ECST College. We will be taking our vehicle to compete in our annual Competition in June 2020. In order to do so we have to build the car and we plan to do so during this event. This will be a team event in which every team member contributes in the building of the frame.

Tags

**EDUCATIONAL** 

**Event Details** 

# **Event Category**

# Planned Activities

Please select any of the categories above that best describes your event. Will your event have any of the following activities? The University's Note, organization meetings do not need to be registered.

General Release will be required for certain activities.

Educational Workshop/Program

Not Applicable

(./)

=

Will a movie realizations (./events) Forms (./forms) ♣ ▼ event?

No