

FUNDING REQUEST FORM

2019-2020

PART 1 - NOTICE & CHECKLIST**IMPORTANT**

1. 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

OFFICE

TITLE

ADDRESS

CITY

PHONE

SIGNATURE: *Wendy Reed*

CLUB/ORG: Formula SAE

EVENT TITLE: Formula Build Day

DATE(S) OF EVENT: 10-25-19

SEMESTER: FALL ☒

EVENT LOCATION: ECST B15

EXPECTED ATTENDANCE: 25

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 25

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ✓ YES NO

BRIEFLY DESCRIBE THE EVENT:

The suspension team will be showing anyone who attends the event, how the shocks are installed and how the enhance the performance of the vehicle.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Gives the opportunity to cal state students to put what the have learned in class into practice.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING			OTHER		
				Ohlins TTX25 mkll FSAE Shock	\$2,828

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$2,828

TOTAL REQUESTED FROM ASI \$2,828

AMOUNT FROM OTHER SOURCES 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

AM

TIME STAMP:

15 OCT 11 AM 11:21:40

FORMULA SAE CLUB

FORMULA BUILD DAY

CALIFORNIA STATE UNIVERSITY
LOS ANGELES

Wednesday, October 25, 2019

ECST B-15



@CalStateLA FSAE



@csula_fsae



@calstatelafsae

Contact Us: csulaformula@gmail.com



ASSOCIATED STUDENTS, INC.

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

ING CART CONTENTS

EDIT



Ohlins TTX 25 mkII FSAE Formula SAE Shock \$2,600.00

Sub-Total: \$2,600.00

States Postal Service (1 Boxes) (6 lbs, 0 oz) (Priority Mail™ (2-day)): \$14.30

CA Sales Tax 8.25%: \$214.50

Total: \$2,828.80

ING DETAILS

ADDRESS

e
ate University Dr
jeles, CA 90032
states

CHANGE ADDRESS

METHOD

BILLING DETAILS

BILLING ADDRESS

LA
Cal State
5151 State University Dr
Los Angeles, CA 90032
United States

CHANGE ADDRESS

We accept:



BILLING INFO

Credit Card

Card Owner:

Cal State

Card Number:

Expiry Date:

October - (10) ▼ 2019 ▼

CVV Number:

What's this?



UNIVERSITY
STUDENT UNION

Event Registration

Formula Build Day

Submitted By [REDACTED] on 10/9/2019 9:59:19 PM

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events will not be confirmed unless this form has been completed.

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

Student Organization

Host Organization Name

What Organization/Department is hosting the event?

California State University, Los Angeles Formula Society of Automotive Engineers

Event Name

Formula Build Day

Estimated Attendance

25

About the event

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

Bring your willing bodies for hands-on experience on mechanical and electrical hands on experience. We will build components on the 2019 competition vehicle to hone skills for the next comp vehicle.

Time & Location

Start Date/Time

10/25/2019 - 9:00 AM

End Date/Time

10/25/2019 - 9:53 PM

Where will the event take place?

On campus

On Campus Locations

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.
B-15

Student Organization Officer and Advisor Contact Information

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

Contact Person

Please provide the name of the officer submitting this form.

[REDACTED]

Officer Contact Phone Number

[REDACTED]

Contact Email

Provide the officer's email address.

[REDACTED]

Organization Advisor Phone Number

[REDACTED]

Organization Advisor Name

[REDACTED]

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 approve it.

[REDACTED]

Marketing

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

Social Media Site

Instagram

Social Media Handle

@csula_fsae

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

Cover Image

Please select an image that corresponds to your event.



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered.
Educational Workshop/Program

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Not Applicable

Will the event have security?

No

Will food be served at the event?

No

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

No

Will you be requesting funding from Associated Students, Incorporated?

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>
Yes

For more information on Club and Organization Funding please visit: <https://asicalstatela.org/services/clubs-and-organizations-funding>.
For any other questions contact the Vice President for Finance by calling 323-343-4778.

Will a movie be shown at this event?

No

Will alcohol be served at this event?

No

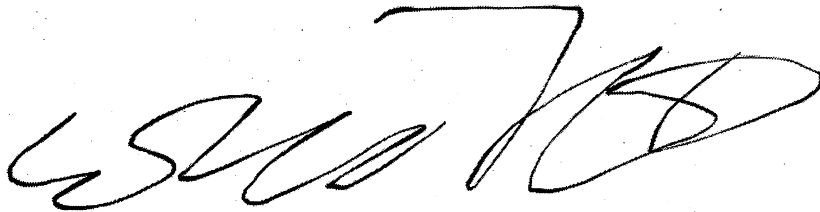
Will the event be held in a restaurant/venue where alcohol is available but will not be a part of your event?

If yes, the organization affirms that members and guests will not consume alcohol at the event.
No

Acknowledgment

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.

Signature Pad Field

A handwritten signature in black ink, appearing to be 'S. J. B.', written on a signature pad.

Event Guidelines & Resources

Student Organization 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 the Office of the Dean of Students.

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 can be found in the Student Organization Handbook.

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 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.

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
- Request to Serve Alcoholic Beverages Form
- Amplified Sound Permit

Additional Resources

University-Student Union Event Space Forms

The following forms must be used to complete your tabling, meeting, and event space requests at the University-Student Union. For more information refer to the University-Student Union Operations.

- External Table Request Form
- Information Table Request Form
- Meeting Request Form
- Outdoor Event Request Form

Use of Facilities Forms:

The following forms can be used to complete your event space requests. For more information refer to the Use of Facilities.

- External Space Request Form
 - Filming Request Application
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