FUNDING REQUEST **FORM**

2019-2020

PART 1 - NOTICE & CHECKLIST

- 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 F			
EVENTE	I YFR W	/ITH ASI	LOGO

~	CSI	EVENT	REGISTR	ATION	FORM

ESTIMATES/FOOD PERMITS

✓ EVENT ESTIMATES / INVOICES

SEMESTER: FALL

CONTACT & ORGANIZATION OFFI TITLE ADDE CITY: PHON SIGNATURE:

CLUB/ORG: Formula SAE

EVENT TITLE: Formula Build Day

DATE(S) OF EVENT: 12-07-19

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 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

HONORARIA / CONTRACTS

DESCRIPTION: HOSPITALITY

AMOUNT:

DESCRIPTION:

AMOUNT:

DESCRIPTION:

AMOUNT:

DESCRIPTION:

AMOUNT:

Marzocchi Bomber CR 230 x 60

1,282.71

AEM Infinity Series Engine

1,228.35

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

See Page 2

TOTAL REQUESTED FROM ASI

See Page 2

AMOUNT FROM OTHER SOURCES

See Page 2

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS SR

TIME STAMPIS WON 7 PRO 188188



FUNDING REQUEST FORM

2019-2020

PART 1 - NOTICE & CHECKLIST

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- 2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
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✓ EVENT FLYER WITH ASI LOGO

CSI EVENT REGISTRATION FORM

ESTIMATES/FOOD PERMITS

✓ EVENT ESTIMATES / INVOICES

PART 2 - CONTACT & ORGANIZATION



CLUB/ORG: Formula SAE EVENT TITLE: Formula Build Day

DATE(S) OF EVENT: 12-07-19

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

HONORARIA / CONTRACTS

DESCRIPTION:

AMOUNT:

DESCRIPTION:

DESCRIPTION:

AMOUNT:

DESCRIPTION:

AMOUNT:

Balance Bar Compact Remote Pad Brake Axel Set AMOUNT: 42.37

132.96 75.88

Caliper Rotor 269.12

OFFICE USE ONLY

Shipping & Tax

53.82

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT TOTAL REQUESTED FROM ASI 3,085.21 3.085.21

STAFF INITIALS

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

TIME STAMP:

Wilwood Estimate

Estimate No: 208261

DATE: 10/30/2019 9:54 AM

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BILL TO:

683920

SHIP TO:

CALIFORNIA STATE UNIVERSITY - LOS ANGELES - FORMULA 5151 STATE UNIVERSITY DR LOS ANGELES, CA 90032 UNITED STATES

CALIFORNIA STATE UNIVERSITY - LOS ANGELES - FORMULA 5151 STATE UNIVERSITY DR LOS ANGELES, CA 90032 UNITED STATES

PHONE: FAX: EMAIL:

PHONE:

ESTIMATE INFO:
Estimate No: 208261
PO No: 0rder Date: 10x30/2019
Customer No.: 683920
Terms: 7
Salesperson: Maguel Jime

Ship Via: Freight Acct: Freight Terms: Drop Ship: Currency: Fed ID:

UPS - Ground Prepaid and Charge

US Dollars

EST		TE DETAIL:	DUE DA	TE DESCRIPTION	LBS DISC	% UNIT PRICE	NET AMOUNT
1	2.00	120-8374	EA 11/9/201	CALPER PS1, 1.12, 19 ROTOR 2.50 MT, LS1	2:20	87 2990	134.56
2	2.00	120-8373	EA 116/201	CALPER.PS1,1.12, 19 ROTOR 2.50 MT,RH	2.20	67.2800	134.56
3	2.00	150-4061K	EA 11/9/201	PAD BRAKE, PB1, ANLE SET	1.40	37.9400	75.88
4	2.00	290-10371	EA 11/9/201	KIT, MIC, COMPACT REMOTE, SASIN. WIRESERVOR	5.00	89.480C	132.98
5	1.00	340-4745	EA 116/201	BALANCE BAR, ASSEMBLY	0.50	42.3700	42.97
				Est Total Weight	(lbs): 11.30	Sub-Amount	
						Sales Tax	
						Est Freight	
						Misc:	
					E	atimated Total	574.15

^{*}Estimated total may not include all treight charges.

Quote is valid for 30 days from original estimate date.

Wilwood Engineering, Inc. 4798 Calle Bolero, Carnarito, CA 93012 Tel 805.388.1188 - Fax 805.388.4938

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Invoice #D1566 Inbox x



Art of Attack sales@art-of-attack.com via shopify.com

Invoice #D1566 from Art of Attack

October 16, 2019

To purchase your order, follow this secure payment link: https://art-of-attack.com/9662428/invoices/17352dc65b8a77caf9fcfd4dd1c83227

1 x AEM Infinity Series 5 Engine Management Infinity 506 (SKU: 30-7106) for \$1,140.00 USD each

Subtotal: \$1,140.00 USD CA State Tax: \$82,65 USD San Bernardino County Tax: \$5.70 USD

Amount due: \$1,228.35 USD

Thank you for shopping at Art of Attack!







Marzocchi Bomber CR 230x60

\$1,196.00

Gift card or discount code



Subtotal

\$1,196.00

Shipping

Calculated at next step

Taxes

\$86.71

Total

USD \$1,282.71



Event Registration

Formula SAE Build Day

Submitted By

[APPROVED]

11/1/2019 3:32:40 PM

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 SAE Build Day

Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

About the event

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

Formula SAE will host an event in which students will learn about various systems in the 2019-2020 competition vehicle. The subsections will include, suspension, electronics, and brake systems. We will host activities and demonstrations which help understand theoretical knowledge learned in classes. The event is open to students of any major.

Time & Location

Start Date/Time

12/07/2019 - 10:00 AM

End Date/Time

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

Places provide the name of the officer submitting this form.

Officer Contact Phone Number

Contact Email

Provide the officer's email address.

Organization Advisor Phone Number

Organization Advisor Name

Organization Advisor Email Field

Please appure 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.

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

How do you plan on marketing this event?			
Social Media			
Social Media Site			
Instagram			•
Social Media Handle @CSULA_Formula			
Who is invited to this event?		f -	
Cal State LA Community			
Will off-campus media be notified about this	s event?		
Tags			
COMMUNITY BUILDING			
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.

For this event, will your organization be seeking tax deductible private external fund raising support?

Are you seeking sponsorship from private individuals or external companies/organizations off campus that may require additional tax documentation? (Individual donations that do not require tax documentation do not count.)

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.

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.

Signature Pad Field

Event Guidelines & Resources

Student Organization Event Guidellines

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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 website and Administrative Procedure 505 Use of Facilities and Equipment:

- · External Space Request Form
- · Filming Request Application

MULA SAE CLUB

UNIVERSITY, OS ANGELES

Saturday, December

10:00a - ১,⊌

ECST B-





@calstatelafsae



ASSOCIATED STUDENTS, INC.

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

Contact Us: csulaformula@gmail.com