F U N D I N G   R E Q U E S T   F O R M

PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. **All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.**

2. **Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.**

3. **Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.**

- [✓] CSI EVENT REGISTRATION FORM
- [✓] EVENT ESTIMATES / INVOICES (NOT PAID)
- [✓] EVENT FLYER WITH ASI LOGO
- [ ] REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ███████████

OFFICER TITLE: ███████

ADDRESS: ███████████████

CITY: ████████ STATE: ██ ZIP: ████

PHONE: ████████ EMAIL: ████████████

SIGNATURE:

CLUB/ORG: Rugged Eagle Motorsports

EVENT TITLE: 2025 Baja SAE Season

DATE(S) OF EVENT: 04/27-05/06 SEMESTER: FALL

EVENT LOCATION: Marana Pumpkin Patch

TOTAL ATTENDANCE: Undisclosed

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 13

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The Baja SAE event is a collegiate engineering design competition where teams of students design, build, and race off-road vehicles. The goal is to create a single-seat, all-terrain vehicle.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will help enhance the Cal State LA experience by providing students with hands-on real world experience that compliments classroom learning. It helps students with the practical application of engineering concepts.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:
Airbnb	2649.46

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 2649.46

TOTAL REQUESTED FROM ASI: 2649.46

AMOUNT FROM OTHER SOURCES: 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS:

TIME STAMP:

ASI

Event Update

2025 Baja SAE Season

[APPROVED]

Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the Student Organization Handbook.

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business day**s in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

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

Student Organization

Host Organization Name

What Organization/Department is hosting the event?
Cal State LA Baja SAE

Event Name

2025 Baja SAE Season

Estimated Attendance

Please describe the estimated attendance of participants for this event.
16

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

Presence to all students.

About the event

The Baja SAE (Society of Automotive Engineers) event is a collegiate engineering design competition where teams of students design, build, and race off-road vehicles. The goal is to create a single-seat, all-terrain vehicle that can handle rough terrain while being cost-effective, durable, and reliable. The event typically includes static evaluations like design presentations, cost reports, and technical inspections, as well as dynamic events such as acceleration, maneuverability, hill climbing, and a demanding endurance race. Teams are judged on both the vehicle's performance and their engineering processes, fostering innovation and practical problem-solving in real-world scenarios.

Time & Location
Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this Presence guide

Start Date/Time
04/27/2025 - 8:00 AM

End Date/Time
05/04/2025 - 8:00 PM

Set Up and Clean Up Time Frame
Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.
Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.
04/27/2025 8:00 AM to 05/04/2025 8:00 PM

What format will this event/meeting use?
Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.
In-Person

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By invitation only

Where will your in-person event/meeting take place?

Off-Campus

Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

14950 N Trico Rd Marana, AZ 85653

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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.

███████████

Officer Contact Phone Number

██████████

Contact Email

Provide the officer's email address.

██████████████████

Organization Advisor Email

Provide the advisor's Cal State LA email address.

██████████████████

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

██████████████

Collaborations
If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

Yes

What organization/department are you collaborating with? Please describe whether they are on- or

off-campus organizations/departments and what their role is in this event.

Baja SAE is an off-campus competition organized in collaboration with SAE International, a professional association dedicated to advancing mobility engineering. SAE provides the framework, rules, and safety guidelines for the event, ensuring it serves as an educational experience that emphasizes engineering principles, teamwork, and problem-solving.

Who initiated the conversation on collaborating for the event?

Cal State LA Baja SAE Team

How will your organization be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.

On the day of the Baja SAE event, the club will be responsible for managing all aspects of their vehicle's participation, including setup, inspection, and ensuring it complies with technical regulations. They will oversee driver preparation, safety gear checks, and execution of strategies during events such as endurance races and dynamic challenges. The team will handle on-site troubleshooting, repairs, and adjustments to maintain peak vehicle performance. Additionally, they will communicate with judges, ensure compliance with competition rules, and address any inquiries. Beyond competition, the club will represent their organization, engaging with other teams, sponsors, and attendees to foster networking and collaboration opportunities.

Event Details

Event Category

Please select ALL of the categories above that best describes your event. Note organization meetings and tabling must also 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.
Sports Activity/Competition

Domestic Travel

Will food be served at this event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.
Off Campus Event

Movie/Show Screening

Will a movie/show be shown at this event?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events. Additional information about this policy can be found here in the student org handbook. https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support
No

Marketing
No publicity may be distributed or posted online or in person until this form has been submitted and approved.   All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

We do not plan on marketing this event to anyone outside of the organization.

Which institutions have been invited to this event?

Universities, colleges, and technical institutes that have strong engineering, design, and STEM programs.

Who is invited to this event?

Student organization members

Other Colleges & Universities

General Public

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here: https://calstatela.presence.io/form/u-su-display-case-request

Tags

CAREER/PROFESSIONAL DEVELOPMENT   EDUCATIONAL   OUTDOOR

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: https://asicalstatela.org/recognized-student-organizations. For any other questions contact the Vice President for Finance via email asivpf@calstatela.edu by calling 323-343-4778.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

External Private Fundraising

External Private Fundraising

Sponsorship

Sponsorship

Student Organization Travel

Domestic Travel Guidelines

1. Student organizations must submit an Event Registration Form at least 10 business days prior to their travel dates. Organizations are encouraged to submit travel event registration forms in advance of the minimum 10 business day requirement.
    1. **Each Cal State LA student** who will participate in this student organization trip must review, complete, and sign the Individual General Release Form and Emergency Contact Form (both forms are located in one file)
    2. Your organization should complete the general waiver and emergency form process first **before** completing/submitting the Event Registration form.
    3. Student organization trip organizers must upload all signed copies of both forms for each participant planning on going on the trip **when submitting** the Event Registration form. Combine all forms into 1 file for uploading.

For more information on Student Organization Travel please refer to the Student Organization Handbook.

Individual General Release + Emergency Contact Form*

Submit all Individual General Release + Emergency Contact forms for each Cal State LA student attending this trip. Create 1 document with all combined files. See the guidelines above for the direct link to the required form.

[a631f7ac-e680-43f8-a406-6722fc095037.pdf](a631f7ac-e680-43f8-a406-6722fc095037.pdf)

Alcohol

Does your organization plan on serving alcohol at this event?

No

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

No

Event Visibility Options

Hiding from non-members means only students listed as members on your roster on Presence can view this event on Presence. Click this option if it is an exclusive event to only members.

Members-only Check-In means that only those listed on your roster can check into the event.

Members Only Check-in

Members Only Check-in

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

Event Registration Procedures

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.

In compliance with University guidelines, Cal State LA student organization events and meetings **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

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.

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.

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 Misconduct Prevention & Resources Trained (SMPRT) 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

Confirm and pay

4BR Near Mount Lemmon w/ Hot Tub - Sleeps 14!

★ 4.85 (13)

Free cancellation

Cancel before Apr 22 for a full refund. **Full policy**

Trip details   Change

Apr 27 – May 6, 2025

12 adults

Price details

9 nights $2,508.25

Taxes $252.76

Total USD   **$2,761.01**

Price breakdown

This is a rare find.
Andrea's place is usually booked.

Choose when to pay

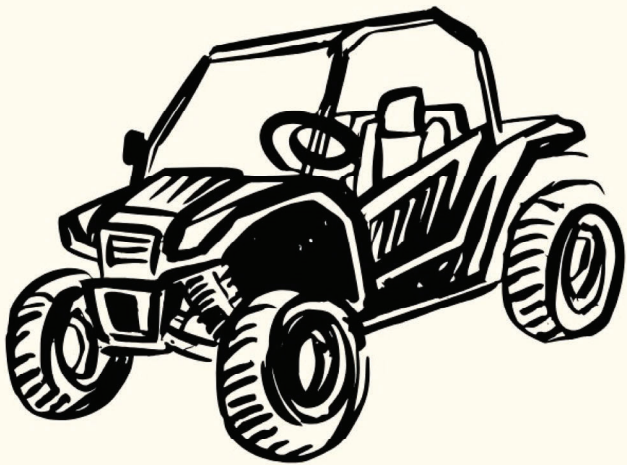Pay $2,761.01 now   ⦿

Pay part now, part later   ◯
$552.21 now, $2,208.80 charged on Apr 14. No extra
fees. **More info**

COME SUPPORT THE CSULA RUGGED EAGLE
MOTORSPORTS

CSULA

BAJA SAE

JOIN US!

MAY 1ST-4TH

MARANA, AZ

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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.