

FUNDING REQUEST FORM

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: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] ed by: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: *John Nguyen*
7226B8DE87234B7...

CLUB/ORG: Cal State LA Formula SAE
 EVENT TITLE: Formula SAE Michigan
 DATE(S) OF EVENT: 5/12 - 5/24 SEMESTER: SPRING
 EVENT LOCATION: 12626 US Highway 12, Brooklyn, Michigan
 TOTAL ATTENDANCE: 2567
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Formula SAE is an international competition held by the Society of Automotive Engineers that challenges students to design, build, and compete an F1 styled car.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Participation in Formula SAE will bring recognition to Cal State LA notifying potential employers of our school. Additionally, industry professionals direct provide feedback to student projects.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:
	Food	1760
Lodging Rental	1545	

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Gas	3413.75
Airfare	1547.36	
Rental Car	1175.40	

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT: 9171.51
 TOTAL REQUESTED FROM ASI: 3000
 AMOUNT FROM OTHER SOURCES: 6171.51
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 College funding

OFFICE USE ONLY

STAFF INITIALS: [REDACTED]
 TIME STAMP: [REDACTED]



Event Registration

Formula SAE Michigan

Submitted By: [REDACTED] on 4/4/2023 1:30:29 PM

[APPROVED]

Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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 Michigan

Estimated Attendance

Please describe the estimated attendance of participants for this event.

2567

Large On-Campus Events

Large on-campus events will be subject to University guidance, state, city, and county regulations. Student organizations must provide additional information and present their plans before the [Use of Facilities Committee](#) for events that meet the following criteria:

- If the expected attendance is over 100+ outdoors or 50+ indoors
- If there will be onsite cash handling* or selling of merchandise (*does not include student organization fundraisers on the walkway and/or U-SU Plaza)
- If the event is co-sponsored or sponsored by an outside organization
- If more than 50% of attendees will be from off-campus
- If there will be amplified sound
- If the event involves an off-campus, high profile guest and/or speaker

Student organizations are required to register all large in-person on-campus events, meetings, and activities at least **20 business days prior to the event date** through the [Event Registration Form](#). Once this form has been received by the Center for Student Involvement, the student event coordinator will be contacted for more information and provided information on how to proceed with their large event plans.

About the event

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

From <https://www.sae.org/attend/student-events/formula-sae-knowledge/about>

In 1981, SAE International (formerly known as Society of Automotive Engineers) developed and managed the first Formula SAE® (FSAE®) student competition with assistance of Ron Matthews, Professor at University of Texas. SAE International operated the only Formula SAE competition for 17 years before its partnership with IMechE (Institution of Mechanical Engineers) in England where the brand "Formula Student" was developed. Since its inception, Formula SAE has expanded and includes many spin-off events. In the North America there are three competitions managed by SAE International one in Michigan, California and Ontario, Canada. Internationally, the expansion of Formula SAE/Formula Student brand has exploded to over 20 competitions currently hosted by engineering societies or private business.

The Formula SAE competitions challenge teams of university undergraduate and graduate students to conceive, design, fabricate, develop and compete with small, formula style vehicles. The competition is an engineering education competition that requires performance demonstration of vehicles in a series of events, both off track and on track against the clock. Each competition gives teams the chance to demonstrate their creativity and engineering skills in comparison to teams from other universities around the world.

Teams are to assume that they work for an engineering firm that is designing, fabricating, testing and demonstrating a prototype vehicle. The vehicle should have high performance and be sufficiently durable to successfully complete all the event at the Formula SAE competitions. Each student team design will be judged and evaluated against other competing designs in a series of Static and Dynamic events to determine the vehicle that best meets the design goals and profitably built and marketed.

Formula SAE promotes careers and excellence in engineering as it encompasses all aspects of the automotive industry including research, design, manufacturing, testing, developing, marketing, management and finances.

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

05/12/2023 - 8:00 AM

End Date/Time

05/24/2023 - 10:00 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.

12626 US Highway 12, Brooklyn, Michigan, 49230

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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

Organization Advisor Name

Please provide the name of the student organization advisor.

[REDACTED]

Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

How do you plan on marketing this event?

Social Media

Social Media Site

Instagram

Social Media Handle

csula_fsae

Marketing Media Upload*

If you plan on marketing this event with media, please upload a copy for review.

[29755d27-b673-4757-bee0-063c29ca8bfa.jpg](#)

Who is invited to this event?

Cal State LA Community

Other Colleges & Universities

Which institutions have been invited to this event?

<https://www.sae.org/attend/student-events/formula-sae-knowledge/teams>

Please provide information on the media outlets that will be invited:

Names of newspaper, TV, radio stations, etc.

<https://www.sae.org/attend/student-events/formula-sae-knowledge/sponsor/equipment-suppliers>

Will off-campus media be notified about this event?

Yes

Tags

CAREER/PROFESSIONAL DEVELOPMENT

COMMUNITY BUILDING AND CELEBRATION

OUTDOOR

TRIP

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, for 2022-23 organization meetings and tabling must also be registered.
Conference/Convention/Meeting Attendance

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

Building Construction/renovation/maintenance

Domestic Travel

Will the event have security?

Yes

Please describe the security for this event.

If your event will be held on campus, Public Safety will determine the type of security necessary based on the public safety needs of the event being held.
SAE will provide security at the race site

Will food be served at the event?

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

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.

No

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/submitted 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.

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. You may want to create a larger file with each form saved onto it. See the guidelines above for the direct link to the required form.

[ddacfb0f-18b1-4fcc-b792-9a6329b3f83e.pdf](#)

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.

California State University, Los Angeles Individual General Release

Acknowledgment

Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.

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

A handwritten signature in black ink that reads "Tu Nguyen". The signature is written in a cursive style with a large, stylized 'T' and 'u'.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

2022- 2023 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 for Fall and Spring Semesters 2022-2023 **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

Choose Your Flights

Select your flight time and fare below. Once you select a flight you'll be able to add on other options like bags, seats and extras.

Additional charges for [baggage](#), [advance seats assignments](#) and [any changes](#) apply only if you add these options. Fares listed are per person, are [non-refundable](#) and include all [taxes and fees](#).

LAX ↔ DTW 1 Adult [EDIT SEARCH](#)

Show Fares In

DOLLARS

POINTS

POINTS+CASH

Sort by

OF STOPS ▾

1. Depart - Tue, May 16

Los Angeles, CA (LAX) to Detroit, MI (DTW)

[EDIT SELECTION](#)

DEPART

12:35 PM

4h 21m

ARRIVE

7:56 PM

LAX

DTW

SC \$69

2. Return - Sun, May 21

Detroit, MI (DTW) to Los Angeles, CA (LAX)

[EDIT SELECTION](#)

DEPART

9:25 AM

5h 0m

ARRIVE

11:25 AM

DTW

LAX

SC \$95

3. Select Your Price

Standard

\$195.89 ▾

TOTAL SAVINGS \$32.00

SC

Saver\$ Club

\$163.89 ▾

Exclusive access to discounted fares, bags, and options

[CONTINUE WITH STANDARD PRICING](#)

[CONTINUE WITH SAVER\\$ CLUB*](#)

* Upon enrollment, Primary member will be charged a fee of \$69.95 for the first year of membership in the Saver\$ Club. [Terms and Conditions](#) apply.

Spirit (1)

Choose Your Flight

Select your flight time and fare below. Once you select a flight you'll be able to add on other options like bags, seats and extras.
Additional charges for **baggage**, **advance seats assignments** and **any changes** apply only if you add these options. Fares listed are per person, are **non-refundable** and include all **taxes and fees**.

LAX → DTW 1 Adult [EDIT SEARCH](#) Show Fares In **DOLLARS** POINTS POINTS+CASH Sort by # OF STOPS

1. Depart - Tue, May 16

Los Angeles, CA (LAX) to Detroit, MI (DTW)
[EDIT SELECTION](#)

DEPART 12:35 PM 4h 21m ARRIVE 7:56 PM
LAX DTW \$69

2. Select Your Price

Standard	\$86.00	TOTAL SAVINGS \$17.00 Saver\$ Club \$69.00 <small>Exclusive access to discounted fares, bags, and options</small>
CONTINUE WITH STANDARD PRICING CONTINUE WITH SAVERS CLUB*		

* Upon enrollment, Primary member will be charged a fee of \$69.95 for the first year of membership in the Saver\$ Club. Terms and Conditions apply.

Delta Flight (1)

[Start Over](#) [Trip Summary](#) [Review & Pay](#) [Confirmation](#)

Trip Summary

Outbound	DL494	Tue, May 16	9:35am - 5:00pm	Nonstop, 4h 25m
Change Flight	LAX → DTW			Main
Return	DL908	Sun, May 21	4:01pm - 6:02pm	Nonstop, 5h 1m
Change Flight	DTW → LAX			Main

Changeable / Nonrefundable

Trip Total

[Currency Calculator](#)

1 Passenger	
Flights	\$602.79
Taxes, Fees & Charges	\$75.01
Amount Due	\$677.80 USD

Rental Car (2)


Rental Details

Dates & Times [Edit](#)
 Tue, May 16, 2023 @ 11:00 PM
 Sun, May 21, 2023 @ 9:00 AM

Pick-up & Return Location [Edit](#)
 Detroit Metropolitan Airport
 300 Lucas Dr
 Detroit, MI 48242

Additional Details [Edit](#)
 Renter Age: 25+
 Corporate Account Number or Promotion Code: -

Full Size Elite

INFINITI Q50, Audi A5 Sportback or similar
 Automatic 

Vehicle [Edit](#)
 Time & Distance 1 Week(s) @ \$471.21 / Week
 Unlimited Mileage Included

Extras [Add](#)

Taxes & Fees \$116.49*

Estimated Total **\$587.70***

*Rates, taxes and fees do not reflect rates, taxes and fees applicable to non-excluded optional coverages or extras added later.

Food

Transportatio	Number of Pe	Days at event	People Days at event
Driving	4	13	52
Flying	6	6	36
		Total People C	88
		Funding per D	20
		Overall Total:	\$ 1,760.00

Lodging Rental

Vrbo: \$ 1,545.00

Gas

	Distance	Number of Car	Number of Tin	Total Miles
Cal State LA tc	2225	1	2	4450
Detroit Airpor	55	2	2	220
Inter-city Trav	20	3	6	360
				5030
			Funding (0.625
			Overall Total:	\$ 3,143.75

Airfare

Option	People	Cost	Total Cost
Spirit Both	4	\$ 195.89	\$ 783.56
Spirit One way	1	\$ 86.00	\$ 86.00
Delta	1	\$ 677.80	\$ 677.80
		Overall Total:	\$ 1,547.36

Rental Car

Car Type	Cost per Car	Number of Car	Overall Cost
Sedan1	\$ 587.70	2	\$ 1,175.40

Cost Breakdown:

Category	Cost
Gas	\$ 3,143.75
Airfare	\$ 1,547.36
Rental Car	\$ 1,175.40
Food	\$ 1,760.00
Lodging	\$ 1,545.00
Total Cost:	\$ 9,171.51
	\$ 6,171.51

To whom it may concern,

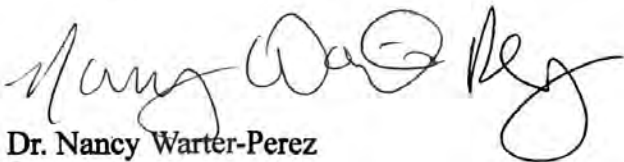
I wanted to share my excitement for the upcoming Formula SAE competition that will be taking place in May in Bloomfield, Michigan. This event is a world-wide showcase of the undergraduate student potential to create the most innovative and high-performance race car.

As you may know, the Golden Eagle Motorsports (CSULA Formula SAE team) will be participating in this year's competition. They have been working tirelessly to design, build, and test a car that is capable of withstanding various challenges such as acceleration, handling, and endurance. This is not an easy task, and I have seen them overcome many challenges along the way.

I wish Golden Eagle Motorsports the best of luck in the competition. I know that this event will provide a unique opportunity for them to grow their skills, both personally and professionally. I am excited to see what they have created and wish them every success in the competition.

Thank you for your time, and I hope you share my enthusiasm for the upcoming Formula SAE competition.

Sincerely,



Dr. Nancy Warter-Perez
Dean

College of Engineering, Computer Science, and Technology
California State University, Los Angeles



Dr. Mario Medina
Faculty Advisor
College of Engineering, Computer Science, and Technology
California State University, Los Angeles

Formula SAE Competition

Date: 5/12 - 5/24

Location: Michigan
International Speedway



More Information:
csulaformula@gmail.com

ASU

ASSOCIATED STUDENTS, INC.

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