ASSOCIATED STUDENTS, INC.

FUNDING REQUEST FORM

2020-2021

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.

- [x] CSI EVENT REGISTRATION FORM
- [x] EVENT ESTIMATES / INVOICES (NOT PAID)
- [x] 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] EMAIL: [redacted]
SIGNATURE: DocuSigned by: Peter Gatsby 1C5014A856FA403...

CLUB/ORG: Eagle Rocketry-Students for the Development
EVENT TITLE: Eagle Rocketry Burnsim Workshop
DATE(S) OF EVENT: 10/30/20 SEMESTER: FALL
EVENT LOCATION: ZOOM
TOTAL ATTENDANCE: 50
EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

The BurnSim workshop will simulate the solid propellant internal ballistics of a rocket. It is an important and valuable workshop for our Members.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Eagle Rocketry represents Cal State LA in a National Competition competing with other prestigious universities. We allow students to step in the field of areodynamics and engineering.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
Burnsim Software(10)	$39

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	$390
TOTAL REQUESTED FROM ASI	$390
AMOUNT FROM OTHER SOURCES	N/A

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

N/A

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Registration

Eagle Rocketry Burnsim Workshop

[APPROVED]

Submitted By: [redacted] on 10/11/2020 10:04:42 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?

Eagle Rocketry-Students for the Development of Space (ERSEDS)

Event Name

Eagle Rocketry Burnsim Workshop

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.

50

About the event

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

The BurnSim workshop will simulate the solid propellant internal ballistics of a rocket. It is an important and valuable workshop for our Members.

Motor designs in BurnSim can be saved and recalled for later use which will have a long-lasting impact for the club. In addition, test data can be imported and graphed alongside simulation data to compare sims to results. BurnSim allows you to make notes about your propellants and motor designs, all saved in one convenient location.

Time & Location

Start Date/Time

10/30/2020 - 5:00 PM

End Date/Time

10/30/2020 - 6:00 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

Where will the event take place?

What online platform will this event use to host the event?

Zoom

Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

https://calstatela.zoom.us/j/5165735126

Is a password required to gain access?

No

RSVP Link

Requires http:// or https://

https://tinyurl.com/y4etr2o4

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

Online

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. 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?

Email

Website

Social Media

Social Media Site

Instagram

Social Media Handle

https://www.instagram.com/csularocketry/

Printed Media Upload*

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

59cff0ca-eb48-4b37-96a4-f0bcf96611a4.jpg

What other methods of marketing will your organization use?

Club Website

Website URL for marketing

Requires http:// or https://

https://eaglerocketry.club/

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

WORKSHOP/SEMINAR

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. For Fall 2020 all of these event categories must be held virtually.

Educational Workshop/Program

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

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

Fall 2020 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 and local City and County of Los Angeles guidelines, Cal State LA student organization events and meetings for Fall Semester 2020 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- Social events
- Recruitment events

Purchase BurnSim

A single user BurnSim license costs $39.00. BurnSim 2.x license holders can upgrade to 3.0 for $14.00. The license entitles **one person** to install, activate (up to 5 times) and use BurnSim. The number of installs/activations is flexible, you wont be forced to purchase a new license if you reinstall windows 5 times over a period of time and have to reinstall BurnSim each time. However, if it becomes clear that the licensing policy is being abused (multiple users running under a single user license) the install limitations will be enforced.

See below for payment options.

A connection to the internet is required for the activation process (manual process is available for non-network connected machines). Once activated, an internet connection is not needed. Once you have purchased a license, open BurnSim and then select the menu item 'Help', then 'Activate BurnSim'. The activation dialog will open. Read and follow the instructions in that window. You will have to repeat the process of activation for each machine you install BurnSim on or if you reinstall the operating system. Please contact us for multi user or site license pricing.

PayPal

To pay with Paypal, click the appropriate button below:

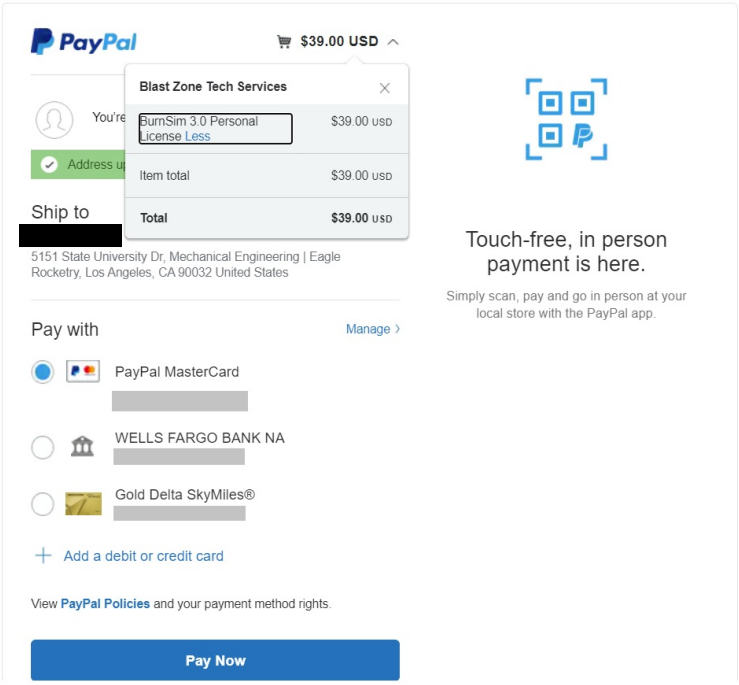
Buy Now **BurnSim 3.0 Personal License $39.00**

Credit Cards

To pay with a Visa or Mastercard, fill out the fields below and click 'Send Payment'. The BurnSim licensing fee will show on your statement as 'Blastzone'.

Email Address:	
Name on Credit Card:	
Credit Card Number:	
Expiration Date (MM/YYYY):	
CVV Code from back of card:	
Billing Address Zip Code(required):	
Notes:	

Blast Zone Tech Services



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ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.
EAGLE ROCKETRY
WORKSHOP
OCTOBER 30, 2020
BURNsim
5:00 PM FRIDAY
ONLY FOR
EMAIL LISTING
POTENTIAL NEW
MEMBERS