

FUNDING REQUEST FORM

2021-2022


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]	CLUB/ORG: American Society of Mechanical Engineers
OFFICER TITLE: [REDACTED]	EVENT TITLE: ASME Workshop: Encoders
ADDRESS: [REDACTED]	DATE(S) OF EVENT: October 29, 2021 SEMESTER: FALL
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Zoom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 15
SIGNATURE:  <small>DocuSigned by: Giovanni Castellanos</small>	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:

Introducing different parts and necessary software needed to build a robot such as basic encoders functions specifically display sensor data and more.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This will teach many students the basic necessities for building a robot and teach them several aspects of mechanical, electrical, and software engineering. This is an overall beneficial and exciting STEM experience.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Look at Spreadsheet	295.23

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT 295.23
 TOTAL REQUESTED FROM ASI 295.23
 AMOUNT FROM OTHER SOURCES 0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: _____



ASME Workshop October 15 Part List

Part Name:	Quantity:	Retail Price Per Item:	Shipping Price for the Whole Quantity:	Taxes for the whole Quantity:	Total Price
Lamprey Absolute Encoder	4	\$39.00	\$8.50	\$15.99	\$180.49
AC100V-25V 30A High Power 2-Channel Relay DC5V High Low Level Trigger Switch Module for Arduino	1	\$17.99	\$0.00	\$1.80	\$19.79
Electronics Salon Panel Mount AC/DC Current Sensor Module Board, Based on ACS758 (+/-100Amp)	2	\$25.90	\$0.00	\$5.18	\$56.98
HiLetgo 2pcs HC-05 Wireless Bluetooth RF Transceiver Master Slave Integrated Bluetooth Module 6 Pin Wireless Serial Port Communication BT Module for Arduino	1	\$12.99	\$0.00	\$1.94	\$14.93
ELEGOO 120pcs Multicolored Dupont Wire 40pin Male to Female, 40pin Female to Female Breadboard Jumper Wires Ribbon Cables Kit Compatible with Arduino Projects	3	\$6.98	\$0.00	\$2.10	\$23.04
Total Amount for Everything					\$295.23



Event Registration

ASME Workshop: Encoders

[APPROVED]

- Version 2

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?
American Society of Mechanical Engineers

Event Name

ASME Workshop: Encoders

Estimated Attendance

Please describe the estimated attendance of participants for this event.
15

About the event

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

ASME will be teaching members about basic encoder functions which include how to wire and control encoders so that they can control the distance and direction a robot moves.

Time & Location

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

10/29/2021 - 6:00 PM

End Date/Time

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.

Virtual

Where will the virtual event/meeting take place?

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

Zoom

Do participants need to RSVP?

No

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.

<https://zoom.us/join/76768347643>

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?

Other

What other methods of marketing will your organization use?

Discord

Who is invited to this event?

Student organization members

Will off-campus media be notified about this event?

No

Tags

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event.

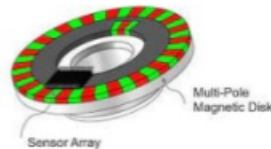


ASME WORKSHOP



Want to learn some new skills that will help you in your field of study? Our ASME team lead will be going over some important concepts that are essential when working on robotics. The electrical team will be going over:

- *Basic Encoders Functions:
Display Sensor Data &
More*



October 29th, 2021
6:00 pm - 7:00 pm
via Zoom

Meeting ID: 767 6834 7643
Schedule
Encoders: 6:00pm - 7:00pm



Event Details

Event Category

Please select any of the categories above that best describes your event. Note, for Fall 2021 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.
Not Applicable

Will the event have security?

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

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

Joseph Vizcarra

Event Guidelines & Resources

Student Organization Event Guidellines



ASME

WORKSHOP

Follow us:



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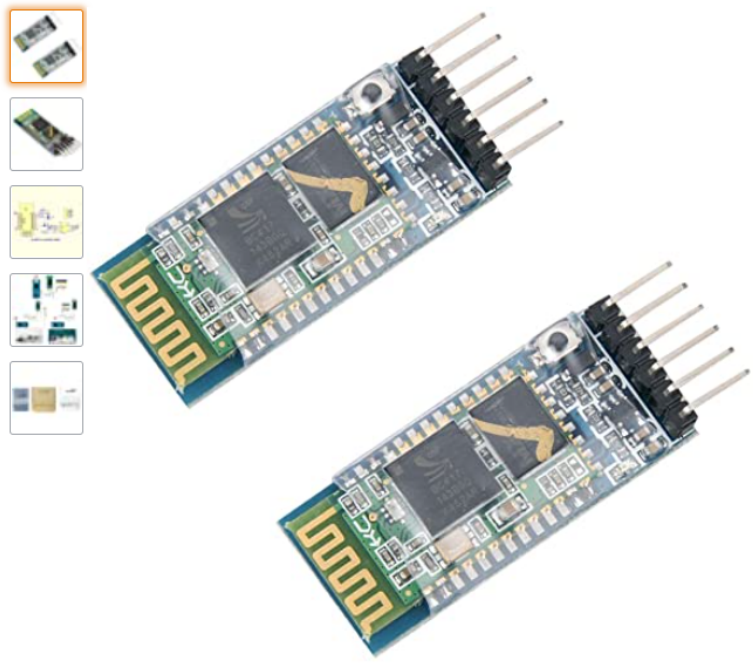


ELEGOO UNO R3 Project Most Complete Starter Kit...

★★★★★ 1,959 \$56.99 prime

Electronics > Computers & Accessories > Networking Products > Network Adapters > Bluetooth Network Adapters

Sponsored



Roll over image to zoom in

HiLetgo 2pcs HC-05 Wireless Bluetooth RF Transceiver Master Slave Integrated Bluetooth Module 6 Pin Wireless Serial Port Communication BT Module for Arduino

Visit the HiLetgo Store

★★★★★ 139 ratings | 7 answered questions

Price: \$12.99 & FREE Returns

Get a \$10 bonus when you reload \$100 or more to your gift card balance (Restrictions apply).

Brand	HiLetgo
Hardware Interface	Bluetooth
Color	2pcs
Data Link Protocol	Bluetooth

\$12.99

& FREE Returns

FREE delivery Wednesday, October 20 if you spend \$25 on items shipped by Amazon

Or fastest delivery Tomorrow, October 16. Order within 10 hrs 21 mins

Deliver to Gio - South Gate 90280

In Stock.

Qty: 1

Add to Cart

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Industrial & Scientific

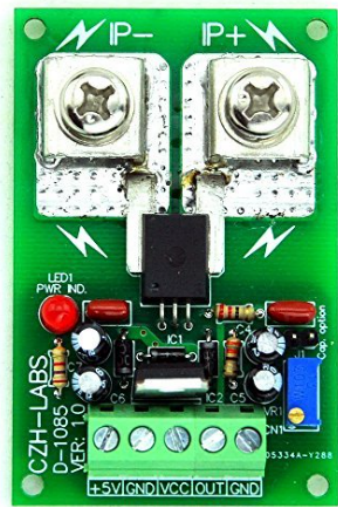
Hello, Gio Account & Lists Returns & Orders Cart

Subtotal \$17.99

All Buy Again Outdoor Recreation Coupons Browsing History Sports & Fitness Pet Supplies Livestreams Health & Household Epic Daily Deals are here

Industrial & Scientific Janitorial & Facilities Safety Supplies Medical Supplies Food Service Diagnostic Equipment Material Handling Educational Supplies Sealants and Lubricants

Industrial & Scientific > Industrial Electrical > Controls & Indicators > Relays > Current Monitoring Relays



Click image to open expanded view

Electronics-Salon Panel Mount AC/DC Current Sensor Module Board, Based on ACS758 (+/-100Amp)

Brand: CZH-LABS
★★★★☆ 25 ratings | 27 answered questions

Price: \$25.90 & FREE Returns

Style: +/-100Amp

+/-100Amp	+/-150Amp
\$25.90	\$25.90

- Current Sensor Module Board, +/-50Amp +/-100Amp +/-150Amp selectable, Panel Mount Version.
- The item of current sensor module provides economical and precise solutions for AC or DC current sensing. Typical applications include motor control, load detection and management, power supply and DC-to-DC converter control, inverter control, and overcurrent fault

\$25.90 & FREE Returns

FREE delivery October 28 - 29

Or fastest delivery October 26 - 27

Deliver to Gio - South Gate 90280

In stock soon.

Order it now.

Add to Cart

Buy Now

Secure transaction

Sold by Electronics-Salon. and Fulfilled by Amazon.

Return policy: Returnable until



Roll over image to zoom in

ELEGOO 120pcs Multicolored Dupont Wire 40pin Male to Female, 40pin Male to Male, 40pin Female to Female Breadboard Jumper Wires Ribbon Cables Kit Compatible with Arduino Projects

Visit the ELEGOO Store
★★★★☆ 7,284 ratings | 27 answered questions

Amazon's Choice for "jumper wires"

List Price: ~~\$9.99~~ Details
Price: **\$6.98** & FREE Returns
You Save: **\$3.01 (30%)**

Get \$60 off instantly: Pay \$0.00 upon approval for the Amazon Rewards Visa Card. No annual fee.

Color: Dupont Wire 120pcs(male to female,male to male, fem...

\$6.98
& FREE Returns
FREE delivery **Wednesday, October 20** if you spend \$25 on items shipped by Amazon
Or fastest delivery **Tomorrow, October 16**. Order within **10 hrs 28 mins**

Deliver to Gio - South Gate 90280

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction



Search



New & Deals

Bundles

Mechanical

Electrical

View All

FIRST



Home / View All / Lamprey Absolute Encoder



Lamprey Absolute Encoder

\$39.00

Option

Encoder Bundle (am-4190)

Selected Product Code: am-4190

Quantity

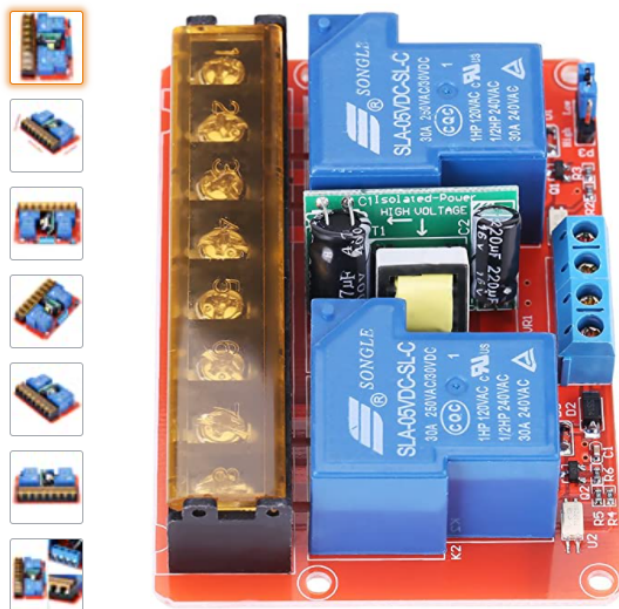
- 1 +

Clear selections

Add to Cart

In Stock

Electronics > Power Accessories > Power Converters



Roll over image to zoom in

AC100V-250V 30A High Power 2-Channel Relay DC5V High-Low Level Trigger Switch Module for Arduino

Visit the Walfront Store

★★★★☆ 29 ratings

Price: \$17.99 & FREE Returns

Coupon Save an extra 6% when you apply this coupon. Details

Get \$60 off instantly: Pay \$0.00 upon approval for the Amazon Rewards Visa Card. No annual fee.

Brand	Walfront
Contact Current Rating	30 Amps
Maximum Switching Current	30 Amps

\$17.99

& FREE Returns

FREE delivery **Wednesday, October 20** if you spend \$25 on items shipped by Amazon

Or fastest delivery **Tomorrow, October 16.** Order within 10 hrs 23 mins

Deliver to Gio - South Gate 90280

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction