FUNDING REQUEST FORM

2021-2022

	PART 1 - NOTIO	CE 8	& CHE	CKLIST	2021-2022
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 MATE BASED ON PURCHASES/EVENT					
PART 2 - CONTACT & ORGANIZATION					
OFFICER NAME: OFFICER TITLE: ADDRESS: CITY: PHONE: STATE: EMAIL: SIGNATURE: PART 3 - EVEN 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.		CLUB/ORG: American Society of qMechanical Engineers EVENT TITLE: ASME Workshop: Build Day 1 DATE(S) OF EVENT: 11/12/2021 SEMESTER: FALL EVENT LOCATION: ZOOM TOTAL ATTENDANCE: 15 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15 IT DESCRIPTION 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					
DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPT	ION:	AMOUNT:
DESCRIPTION:	AMOUNT:		DESCRIPT	ION:	AMOUNT:
8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8		OTHER	Look a	t Spreadsheet	199.14
PART 5 - EV	ENT SUMMARY				
TOTAL COST OF THE EVENT	199.14			OFFICE USE ONLY	
TOTAL REQUESTED FROM ASI	199.14			STAFF INITIALS	
AMOUNT FROM OTHER SOURCES				TIME STAMP:	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS 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 team will be hosting:

ASME Build Day: 1



November 12th, 2021 11:00 am - 12:00 pm

via Classroom

Classroom: C-153 Schedule

Build Day: 11:00am - 12:00pm





Event Registration

ASME Build Day #1



10:25:10 AM

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 Build Day #1

Estimated Attendance

Please describe the estimated attendance of participants for this event. 20

About the event

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

We will be meeting at our lab to begin building our robot.

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

11/12/2021 - 11:00 AM

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.

In-Person

Do participants need to RSVP?

No

On Campus Locations

Classroom Space

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

On-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.

C-153

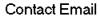
Student Organization Officer and Advisor Contact Information

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



Provide the officer's email address.

Organization Advisor Phone Number

Organization Advisor Name
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.
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?
Tags
WORKSHOP/SEMINAR
Cover Image Please select an image that corresponds to your event.







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 team will be hosting:

• ASME Build Day: 1



November 12th, 2021 11:00 am - 12:00 pm

via Classroom

Classroom: C-153 Schedule Build Day: 11:00am - 12:00pm



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

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

