

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:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

EMAIL:

SIGNATURE:

DocuSigned by:
Giovanni Castellanos
62E006EBB6234F1

CLUB/ORG: American Society of Mechanical Engineers

EVENT TITLE: ASME Robotic Arm Workshop

DATE(S) OF EVENT: May 20th

SEMESTER: SPRING ☒

EVENT LOCATION: Zoom

TOTAL ATTENDANCE: 15

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 process of building a functioning robotic arm.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

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

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Look at Spreadsheet	711.97

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

711.97

TOTAL REQUESTED FROM ASI

711.97

AMOUNT FROM OTHER SOURCES

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:



UNIVERSITY
STUDENT UNION

Event Registration

ASME Workshop: Robotic Arm

[APPROVED]

6:54:55 PM

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: Robotic Arm

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.

In this workshop, we will be learning how to design and manufacture a robotic arm.

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

05/20/2022 - 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.

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://calstatela.zoom.us/j/6806467314>

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.

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

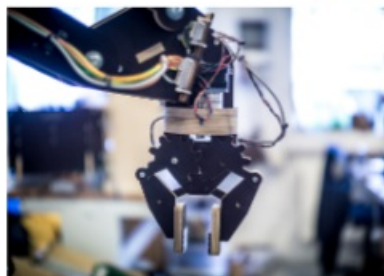
Cover Image

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 team will be hosting:

- *Robotic Arm Workshop*



May 20th, 2022
11:00 am - 12:00 pm
via Zoom

Meeting ID: 680 646 7314
Passcode: ASME2022



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 food be served at the event?

Until further notice, food can only be provided at outdoor events/meetings/activities and cannot be provided indoors.
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

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

ASME Workshop December 18 Part List

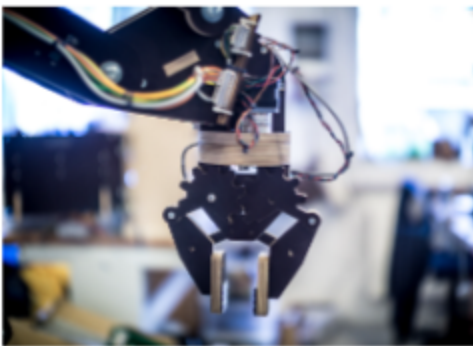
Part Name:	Quantity:	Retail Price Per Item:	Shipping Price for the Whole Quantity:	Taxes for the whole Quantity:	Total Price
SEHOI 3 PCS 6061 Aluminum Sheet 12 x 6 x 1/4 Inch, Heavy Duty Aluminum Plate with Protective Films, Corrosion-Resistant Metal Aluminum Sheet for Construction, Elevator, Car, Electronics, Craft	2	\$33.99	\$0.00	\$7.58	\$74.94
Logitech C930e Webcam	1	\$94.70	\$5.99	\$10.32	\$111.01
NeveRest Classic 40 Gearmotor	3	\$31.50	\$9.50	\$9.69	\$113.69
Cytron 30A DC Motor Driver MD30C	3	\$34.38	\$5.75	\$11.16	\$120.05
CUI Inc AMT102-V AMT10X Series 3.6 to 5.5 V 2-8 mm Open Center Capacitive Encoder Switch Kit - 1 item(s)	2	\$59.68	\$0.00	\$12.24	\$131.60
Lee Engineering Aluminum Lab Frame Lattice Rod 1/2" Diameter X 48"	1	\$19.13	\$0.00	\$1.96	\$21.09
HATCHBOX PLA 3D Printer Filament, Dimensional Accuracy +/- 0.03 mm, 1 kg Spool, 1.75 mm, Black, Pack of 1	1	\$23.99	\$0.00	\$3.07	\$27.06
Multipurpose 6061 Aluminum Rectangular Tube 1/8" Wall Thickness, 1" High x 1" Wide	3	\$31.41	\$9.35	\$8.95	\$112.53
Total					\$711.97



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:

- *Robotic Arm Workshop*



May 20th, 2022

11:00 am - 12:00 pm

via Zoom

Meeting ID: 680 646 7314

Passcode: ASME2022

Industrial & Scientific › Raw Materials › Metals & Alloys › Aluminum › Sheets & Plates



Roll over image to zoom in



SEHOI 3 PCS 6061 Aluminum Sheet 12 x 6 x 1/4 Inch, Heavy Duty Aluminum Plate with Protective Films, Corrosion-Resistant Metal Aluminum Sheet for Construction, Elevator, Car, Electronics, Craft

Brand: SEHOI
★★★★★ ▾ 1 rating

Best Seller

\$33⁹⁹ (\$11.33 / Item)

& [FREE Returns](#) ▾

- PREMIUM MATERIAL - Are you still looking for high-quality aluminum sheet? Made of 6061 aluminum alloy material, the aluminum sheet is strong, durable, corrosion-resistant, and has excellent strength, good oxidation effect and stable performance.
- SMOOTH SURFACE - All metal aluminum plates are produced and cut by

\$33⁹⁹ (\$11.33 / Item)

& [FREE Returns](#) ▾

[FREE delivery](#) **Wednesday, May 11**

Or fastest delivery **Tomorrow, May 7**. Order within **11 hrs 49 mins**

📍 Deliver to Gio - South Gate 90280

Only 6 left in stock - order soon.

Qty: 1 ▾

[Add to Cart](#)
[Buy Now](#)

[Secure transaction](#)



LPDISPLAY H200 2K Webcam for PC with Microphone and Adjustable Brightness, Comes with Privac...

5% off coupon



Recent Price Increase
See details

Electronics > Computers & Accessories > Computer Accessories & Peripherals > Audio & Video Accessories > Webcams & VoIP Equipment > Webcams



Logitech C930e Webcam

Visit the Logitech Store

★★★★★ 2,229 ratings | 65 answered questions

Amazon's Choice in Webcams by Logitech

11 Price Changes

Price: \$94.70 & FREE Returns

Get \$50 off instantly: Pay \$44.70 upon approval for the Amazon Rewards Visa Card. No annual fee.

Available at a lower price from other sellers that may not offer free Prime shipping.

Special Low Light Feature

Buy new: \$94.70

& FREE Returns

FREE delivery Wednesday, May 11

Or fastest delivery Tomorrow, May 7. Order within 11 hrs 46 mins

Deliver to Gio - South Gate 90280

Only 1 left in stock - order soon.

Add to Cart



[Home](#) / [Electrical](#) / [Power](#) / [Motors](#) / [NeveRest Classic 40 Gearmotor](#)



NeveRest Classic 40 Gearmotor

\$31.50

Power Connector

Anderson Powerpole 15A (am-2964a) ▼

Selected Product Code: am-2964a

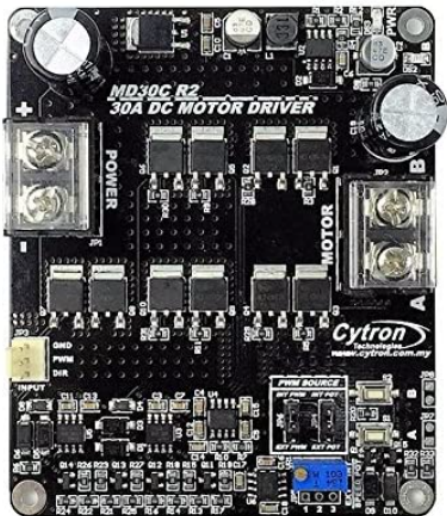
Quantity

-	1	+
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[Clear selections](#)

Add to Cart

In Stock

MODZ 14" Vortex Glossy Black Wheels and Arisun (23x10-14) DOT Golf Cart Tires Combo **\$787.95**[Tools & Home Improvement](#) › [Electrical](#) › [Electric Motors](#) › [Mounts & Accessories](#) › [Controls](#)

Click image to open expanded view



Cytron 30A DC Motor Driver MD30C

Brand: Makermotor



4 ratings

Best Seller

\$34³⁸

Get \$50 off instantly: Pay \$0.00 upon approval for the Amazon Rewards Visa Card. No annual fee.

Local Business ▾

- Reverse polarity protection
- Motor Voltage: 5V to 30VDC
- Bi-directional control for 1 brushed DC motor, single channel
- 3.3V and 5V logic level input

\$34³⁸\$4.25 delivery **May 12 - 18.**[Details](#)

Or fastest delivery **Tuesday, May 10.** Order within **5 hrs 53 mins.** [Details](#)


Deliver to Gio - South Gate 90280


Only 17 left in stock - order soon.


Qty: 1 ▾

Add to Cart

Industrial & Scientific › Industrial Electrical › Passive Components › Switch Encoders









CUI Inc AMT102-V AMT10X Series 3.6 to 5.5 V 2-8 mm Open Center Capacitive Encoder Switch Kit - 1 item(s)

Brand: CUI Inc

★★★★☆ ▾ 3 ratings

 2 Price Changes

\$59⁶⁸

 Local Business ▾


Specifications for this item

Brand Name	CUI Inc
Ean	7447138944951
Item Weight	0.705 ounces

\$59⁶⁸

FREE delivery **May 11 - 13.**
[Details](#)

Or fastest delivery **Tuesday, May 10.** Order within 5 hrs 50 mins. [Details](#)


 Deliver to Gio - South Gate 90280

In Stock.

Qty: 1 ▾

Add to Cart

Buy Now

 **Secure transaction**

Ships from **IPA, Factory Warranty**
Sold by **IPA, Factory Warranty**

Click image to open expanded view



Deliver to Gio
South Gate 90280

All .5 in aluminum rod



Account & Lists Returns & Orders Cart

Subtotal
\$119.36

All Buy Again Shopper Toolkit Health & Household Audible Livestreams Beauty & Personal Care Coupons Thursday Night Football is only on Prime Video

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

Industrial & Scientific > Lab & Scientific Products > Glassware & Labware > Supports & Apparatus > Test Tube Clamps



Lee Engineering Aluminum Lab Frame Lattice Rod 1/2" Diameter X 48"

Brand: Lee Engineering by Standard Process

★★★★★ 5 ratings

Best Seller

\$19¹³

Material	Aluminum
Brand	Lee Engineering by Standard Process
Item Dimensions LxWxH	48 x 0.5 x 0.5 inches
Shape	Round
Item Diameter	0.5 Inches

About this item

- 1/2" X 48" Aluminum Lattice Rod.

\$19¹³

FREE delivery May 17 - 24.
[Details](#)

Deliver to Gio - South Gate 90280

In stock.
Usually ships within 3 to 4 days.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Thomas Scientific
Sold by Thomas Scientific

Return policy: [Eligible for Return, Refund or Replacement](#)





Gio, get a **\$50 Amazon Gift Card instantly** upon approval for the **Amazon Rewards Visa Card**

Current Total:

\$71.97

Savings:**- \$50.00****Cost After Savings:****\$21.97**[Apply now](#)

Shopping Cart

[Deselect all items](#)

HATCHBOX 1.75mm Black PLA 3D Printer Filament, 1 KG Spool, Dimensional Accuracy +/- 0.03 mm, 3D Printing Filament

\$23⁹⁹Eligible for FREE Shipping & [FREE Returns](#) ▾☐ This is a gift [Learn more](#)**Color:** Black

Qty: 3 ▾

[Delete](#)[Save for later](#)[Compare with similar items](#)Subtotal (3 items): **\$71⁹⁷**

Your order qualifies for **FREE Shipping**.
Choose this option at checkout. See [details](#)

Subtotal (3 items): **\$71⁹⁷**☐ This order contains a gift[Proceed to checkout](#)

Sponsored Products related to items in your cart



Snapmaker PLA 3D...

★★★★★ 772

\$24.99



square tubing

CONTACT US

ORDER¹

ORDER HISTORY




Order

- + Show line references
- 🕒 Save for later
- ☰ Table View
- 🖨️ Print
- ✉️ Send
- ✕ Delete

Purchase Order (optional)

Delivers Monday

1		Multipurpose 6061 Aluminum Rectangular Tube 1/8" Wall Thickness, 1" High x 1" Wide 6546K21	<div>3</div> <div>Each</div>	\$31.41 Each	\$94.23	✕
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⚠️ WARNING: This product can expose you to chemicals including chromium (hexavalent compounds), which is known to the State of California to cause cancer and birth defects or other reproductive harm. For more information go to www.P65Warnings.ca.gov.

Length, ft.

✓ 3

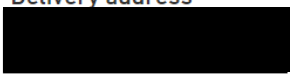
+ Add a line

Merchandise	94.23
Shipping	9.35
Tax	8.95
Total	\$112.53

PLACE ORDER

Tax
Taxable

Delivery method
Ground
Monday
\$9.35

Delivery address


Delivery attention : None