ASSOCIATED STUDENTS, INC.

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 USED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: ▮▮▮▮

OFFICER TITLE: ▮▮▮▮

ADDRESS: ▮▮▮▮

CITY: ▮▮▮▮   STATE: ▮▮   ZIP: ▮▮▮▮

PHONE: ▮▮▮▮   EMAIL: ▮▮▮▮

SIGNATURE: *[DocuSigned signature]*

CLUB/ORG: RoboSubLA

EVENT TITLE: Thruster Frame Workshop

DATE(S) OF EVENT: 4/28/2023   SEMESTER: SPRING

EVENT LOCATION: ET C-153

TOTAL ATTENDANCE: 20

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

PART 3 - EVENT DESCRIPTION

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

BRIEFLY DESCRIBE THE EVENT:

Robosub will be hosting a building workshop where will be testing and assembling the frame of the vehi preparation for our upcoming vehicle testing.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event lets students and members engage in n experiences that lets them gain new skills in mechanical production and robotics.

PART 4 - COST BREAKDOWN

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

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				8 T200 Thrusters	1,514.60

PART 5 - EVENT SUMMARY

		OFFICE USE ONLY	
TOTAL COST OF THE EVENT	1,514.60		
TOTAL REQUESTED FROM ASI	1,514.60	STAFF INITIALS	
AMOUNT FROM OTHER SOURCES	0	TIME STAMP:	

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

FOR THE STUDENTS, BY THE STUDENTS

REV 09/2022

ASI

Event Registration

RoboSubLA Thruster Frame Workshop

Submitted By: ▮▮▮▮▮▮▮▮▮▮ on 4/4/2023 9:42:11 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?
Autonomous Underwater Vehicle

Event Name

RoboSubLA Thruster Frame Workshop

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.

Robosub is hosting a building workshop in accordance with our mechanical frame and hull team. We will be teaching members and students new skills in mechanical manufacturing as they test and put together the frame for our underwater vehicle. Attendees will receive a short introduction on lab safety and instructions on how to safely handle tools while they navigate the workshop.

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

04/28/2023 - 1:00 PM

End Date/Time
04/28/2023 - 4:00 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?
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.
ET 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
██████

Contact Email
Provide the officer's email address.
████████

Organization Advisor Email

~~Provide the advisor's CalStateLA email address.~~

████████████████████

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?

Social Media

Social Media Site

Twitter

Social Media Handle

AUVCalstateLA

Marketing Media Upload*

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

953f2820-87ea-4a2f-8581-7f024d065111.jpg

Who is invited to this event?

Student organization members

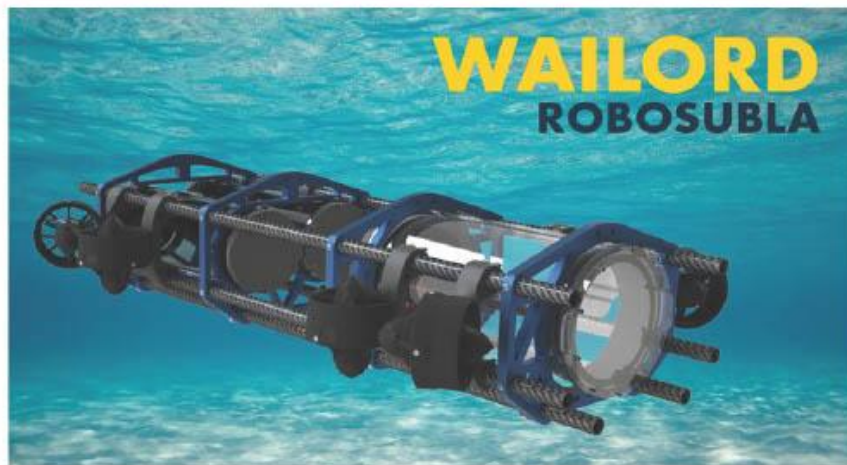### Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL   WORKSHOP/SEMINAR

RoboSubLA
Thruster Frame Workshop!!

We are hosting an educational building workshop in the spirit of build season! Join us at 1pm – 4pm on April 28th in the ET C-153 room. Come and gain hands-on experience in mechanical framework! Everyone is welcome to join.

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.
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?

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

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

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

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
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
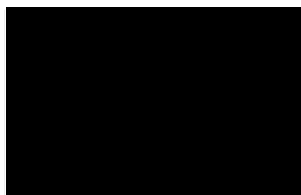- Conference, conventions, and retreats

Blue Robotics
2740 California St.
Torrance, CA 90503, USA
+1-310-620-3080

164529

PROFORMA INVOICE

Ship To:

Order Number: 164529
Order Date: April 4, 2023
Payment Method: Request a Quote
Payment Terms: Unknown

	Product	HS Code	Country/Origin	Quantity	Unit Price	Total
	T200 Thruster **Revision:** T200-THRUSTER-R2-RP SKU: T200-THRUSTER-R2-RP	8501.31.4000	USA	8	$200.00	$1,600.00

Subtotal	$1,600.00
Discount (roboticsteam)	-$240.00
Taxes	$129.20
Shipping	$25.40
Total	**$1,514.60**

DETAILS FOR WIRE TRANSFER PAYMENTS
Bank: JPMorgan Chase Bank, 270 Park Avenue, New York, NY 10005, USA
Account Name: Blue Robotics Inc.
Account Number: 627066272
ABA Number: 322271627
Swift Code: CHASUSU3XXX

Return Policy | Terms and Conditions | Privacy Policy

All prices are US Dollars

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