

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
BASED ON PURCHASES/EVENT**PART 2 - CONTACT & ORGANIZATION**

OFFICER NAME:

OFFICER TITLE:

ADDRESS:

CITY:

STATE:

ZIP:

PHONE:

Document by

SIGNATURE:

[Signature]

41FC1A7A0BA446C...

CLUB/ORG:

ASCE Concrete Canoe

EVENT TITLE:

Concrete Canoe Mixing Orientation

DATE(S) OF EVENT: May 19

SEMESTER: SPRING



EVENT LOCATION:

ECST Courtyard

TOTAL ATTENDANCE: 15-30

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 15-30

PART 3 - EVENT DESCRIPTIONIS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? ☒ YES ☐ NO

BRIEFLY DESCRIBE THE EVENT:

The event is meant to demonstrate new and returning members the proper procedures for creating a concrete mix.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students will get the opportunity to see the mixing process involved with concrete canoe and potentially be encouraged to join the club the following year.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:
				Home Depot Mixing Material	400
				Equipment for Mixing (Amazon)	975
				AE Adam Digital Scale	300
				V-Cas Cement	140
				Test Cylinders	160

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT

2300

TOTAL REQUESTED FROM ASI

1975

AMOUNT FROM OTHER SOURCES

325

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

Club will use its own resources to pay for the shipping of mixing materials donated to the club.

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Registration

Concrete Canoe Mixing Orientation

Submitted By: [REDACTED] 11:59:22 AM

[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?

American Society of Civil Engineers, Student Chapter California State University Los Angeles

Event Name

Concrete Canoe Mixing Orientation

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.

Concrete canoe involves constructing a canoe out of concrete, the concrete mix that is created by the club itself. Mixing development is an important phase in the project and is typically takes place at the start if the fall semester. The planned event is meant to demonstrate new and returning members, who missed this stage of the project, the proper procedures for creating your own concrete mix. The event will also help attract more students interested in joining a club for the new school year. In order to preform this event the club will have to restock on materials they have run low or our of and will require financial support purchasing these materials.

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

05/19/2023 - 1:30 PM

End Date/Time

05/19/2023 - 1:31 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

Other (please describe exact location in the next question)

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.

ECST Courtyard

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.

[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

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

LIVE DEMONSTRATION/ DIY (DO IT YOURSELF)

Cover Image

Please select an image that corresponds to your event.

Please select any of the categories above that best describes your event. Note, for 2022-23 organization meetings and tabling must also be registered.
Meeting (hosting)

Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.
Building Construction/renovation/maintenance

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

Waivers

The activities you've selected for this event will require usage of the campus General Release Waiver which is accessible through the check-in process. Cal State LA student participants 18 and over are required to sign this waiver prior to participating in the event. Please select the waiver prior to submitting the event registration form for review.

For more information on this requirement please contact the Center for Student Involvement at 323-343-5110.
California State University, Los Angeles Individual General Release

Acknowledgment

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

A handwritten signature in black ink, appearing to read "Alfonso L.", written on a white background.

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

Your Cart (5)



Remove All Items

Checkout

Pickup

Wilshire/Union (2 items)



YARDMAX 4 cu. ft. Concrete Mixer

Model #YM0115

\$290.03

Pickup at Wilshire/Union

Delivering to 90017

Ship to Store

May 4 - May 9

405 available

FREE

Delivery

Monday, May 8

405 available

☐ Add a Home Depot Protection Plan by Allstate?
2-year Protection for \$45.00 [Learn More](#)

[Save for Later](#) [Save to Favorites](#) [Remove](#)



NewLook 3 lb. Green Fade Resistant Cement Color

Model #CC3LB106

\$60.06

Pickup at Wilshire/Union

Delivering to 90017

Ship to Store

May 3 - May 5

50 available

FREE

Delivery

Thursday, May 4

50 available

FREE

[Save for Later](#) [Save to Favorites](#) [Remove](#)

Have a question?

Chat with a Home Depot expert.

Live Chat

CHAT NOW

Delivery

90017 (1 item)

Quikrete 47 lb. Type I/II Portland Cement

Product Weight (lb.): 47

\$32.91

(\$10.97/item)



Pickup at [Wilshire/Union](#)

Delivering to 90017

Pickup Nearby

Today

In stock 3.7 mi away

FREE

Delivery

Today

153 available

3

[Save for Later](#)

[Save to Favorites](#)

[Remove](#)

Subtotal	\$383.00
Pickup	FREE
Delivery	\$8.99
Sales Tax (determined in later step)	---

Total **\$391⁹⁹**

[Have a promo code?](#)

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

Checkout

— or —



Easy In-Store and Online Returns

Read our [Return Policy](#)



Get up to \$100

Get a Home Depot Card with a purchase of \$25+, \$100 cash back on orders over \$1,000

[Apply Now](#)

Have a question?

Chat with a Home Depot expert.

Live Chat

CHAT NOW

Item Total	\$391.99
Savings	-\$50.00
New Total	\$341.99

Customers Also Purchased...

All ▾

Search Amazon

EN ▾

Returns
& Orders

16

All Clinic Same-Day Delivery Buy Again Amazon Business ▾ Household, Health & Baby Care Livestreams Shop Spring Outdoor Event



\$150 instant gift card

Alfonso, get a **\$150 Amazon Gift Card instantly** upon approval for the **Amazon Prime Rewards Visa Card**

Current Total: \$951.39
Savings: - \$150.00
Cost After Savings: \$801.39

Learn more

Shopping Cart

Deselect all items

Price



Hefty Strong Large Trash Bags, 30 Gallon, 74 Count

In Stock

Eligible for FREE Same-Day, Overnight or Tomorrow delivery

☐ This is a gift [Learn more](#)

Size: 74 Count (Pack of 1)

Qty: 1

Delete

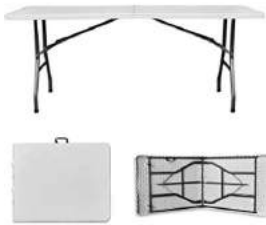
Save for later

[Compare with similar items](#)

[Share](#)

\$20.18

Save 5% now with Subscribe & Save >



Gnomiya 6ft Folding Tables, Heavy Duty HDPE Plastic

In Stock

& FREE Returns

☐ This is a gift [Learn more](#)

Size: 6ft

Qty: 2

Delete

Save for later

[Compare with similar items](#)

[Share](#)

\$91.98

Exclusive Prime price



Vababa 4-Pack 32 L Plastic Commercial Bus Tubs, Utility

In Stock

Shipped from: Vababas

Gift options not available. [Learn more](#)

Size: 32 L

Qty: 1

Delete

Save for later

[Compare with similar items](#)

[Share](#)

\$51.55

\$25
Get FREE Same-Day delivery with \$4.82 more of eligible items. [Find eligible items >](#)

Subtotal (16 items): **\$971.57**

☐ This order contains a gift

Proceed to checkout

Products related to items in your cart

Sponsored



SwiftGrip Disposable...

157
\$89.97

[See all buying options](#)



HYGYNX Disposable...

\$24.99

[See all buying options](#)



TITANflex Disposable...

470
\$14.99

[See all buying options](#)



floorcare.biz Powder-...

\$88.00

[See all buying options](#)



PEIPU Nitrile Gloves Disposable Gloves (Large, 100-
900+ bought in past week
\$9.99
[Save more with Subscribe & Save](#) [Save](#) [>](#)
[& FREE Returns](#)
☐ This is a gift [Learn more](#)
Size: Large (Pack of 100)
Style: 100 Pcs

Qty: 6 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



TotalBoat High Performance Epoxy Kit, Crystal Clear Marine
\$345.99
Only 4 left in stock - order soon.
Gift options not available. [Learn more](#)
Size: 2 Gallon
Style: Fast

Qty: 1 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



VICMORE Heavy Duty 3 Mil Plastic Drop Cloth for Painting
\$14.99
[& FREE Returns](#)
☐ This is a gift [Learn more](#)
Size: 9ft x 12ft, Heavy Duty

Qty: 4 [Delete](#) [Save for later](#)
[Compare with similar items](#) [Share](#)



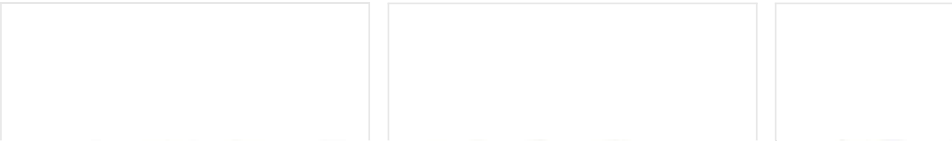
TOOLUCK Canopy 10x20ft Pop Up Canopy Tent with 6
\$249.99
[In Stock](#)
Shipped from: [TOOLUCK](#)
Gift options not available. [Learn more](#)
Size: 10x20
Color: Black

Qty: 1 [Delete](#) [Save for later](#)
[Share](#)



Your Items

[Saved for later \(26 items\)](#) [Buy it again](#)



FREE Shipping on orders over \$50 after you [sign in](#).



Cart

Search by keyword or model #



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[Shop All Bench and Floor Scales](#)

ADAM EQUIPMENT

Compact Counting Bench Scale, Counting

Zoro #: G9070273 Mfr #: CKT32

★★★★★ 0 0 reviews [Write a Review](#)



Tap to zoom



Help us improve our product images

Key Features

Scale Item: Compact Bench Scale

Digital/Mechanical: Digital

Weighing Units: kg, g, lb

Capacity: 70 lb

Scale Graduations: 1 g/0.002 lb

Weighing Surface Depth: 8 1/4 in


Weighing Surface Width: 11 3/4 in

Scale Display: LCD

[See full product details](#)

Cart updated.

Cart

PRODUCT	PRICE	QUANTITY	TOTAL
 ASTM C1866 Glass Pozzolans, White Silica Fume, & Concrete Admixtures Product Type: Type GE VCAS 160 Sample Size: 50 Lb Bag	\$46.00	- 3 +	\$138.00

Cart totals

Subtotal	\$138.00
TOTAL	\$138.00

Proceed To Checkout

Update Cart

Proceed To Checkout

Coupon

Enter Coupon

Apply Coupon

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[HOME](#) > [CONCRETE](#) > [CONCRETE TEST CYLINDERS](#) > [PARAGON 1202-5005, 3X6 CONCRETE TEST CYLINDERS \(80/CASE\)](#)



Paragon 1202-5005, 3x6 Concrete Test Cylinders (80/Case)

Concrete Test Cylinder Size: 3x6in (76 x 152mm)

SKU: V026.1202-5005

Condition: New



Price

\$159.98



FREE SHIPPING | Estimated delivery in 4-7 days after ordering

** Estimate is for US customers only.*

** Shipping and Import Duties are calculated at checkout.*

QTY:

1



ADD TO CART

Get
10% Off



ASCE Concrete Canoe

Mixing Orientation

Information

When: Friday, May 19

Time: 1:30-4:30 pm

Where: ECST Courtyard

For additional information contact
asce.cccaptain@gmail.com

