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: CA   ZIP: ▮▮▮▮

PHONE: ▮▮▮▮   EMAIL: ▮▮▮▮

SIGNATURE: ▮▮▮▮

CLUB/ORG: American Society of Mechanical Engineers

EVENT TITLE: Communication Systems Workshop

DATE(S) OF EVENT: 11/10/23   SEMESTER: FALL

EVENT LOCATION: ETC 153

TOTAL ATTENDANCE: 10

EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 10

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? [✓] YES [ ] NO

BRIEFLY DESCRIBE THE EVENT:

With this event the team from ASME will be able to teach students about the difference between drone communication systems.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

The event will provide students with basic information on comm systems that will allow students to learn and apply these skills in the future.

PART 4 - COST BREAKDOWN

HOSPITALITY

DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS

DESCRIPTION:	AMOUNT:

MARKETING

DESCRIPTION:	AMOUNT:

OTHER

DESCRIPTION:	AMOUNT:
RFD 900X Bundle	1
Tranis Q x7	1

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	352.0
TOTAL REQUESTED FROM ASI	352.0
AMOUNT FROM OTHER SOURCES	0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT?

OFFICE USE ONLY

STAFF INITIALS

TIME STAMP:

Event Reg strat on

Communication Systems Workshop

Subm tted By [REDACTED]

[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 Organ zat on

Host Organization Name

What Organization/Department is hosting the event?

Amer can Soc ety of Mechan ca Eng neers

Event Name

Commun cat on Systems Workshop

Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

About the event

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

Th s event w prov de students w th nformat on regard ng how rad o commun cat on works as we as d fferent transm tters and rece vers that can be used for the Drone compet t on (C-UASC).

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

11/10/2023 - 3:00 PM

End Date/Time

11/10/2023 - 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

Other (p ease descr be exact ocat on n the next quest on)

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 C153

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 Cal State LA email address.

███████████████████

Organization Advisor Name

Please provide the name of the student organization advisor. Your advisor must be listed in Presence on your roster as the advisor.

███████████

Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved.   All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

How do you plan on marketing this event?

Soc a Med a

Social Media Site

Instagram

Social Media Handle

@ca state a_asme

Marketing Media Upload*

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

93f25026-1017-4eed-84c6-1f51ee6de197.pdf

Who is invited to this event?

Ca State LA Commun ty

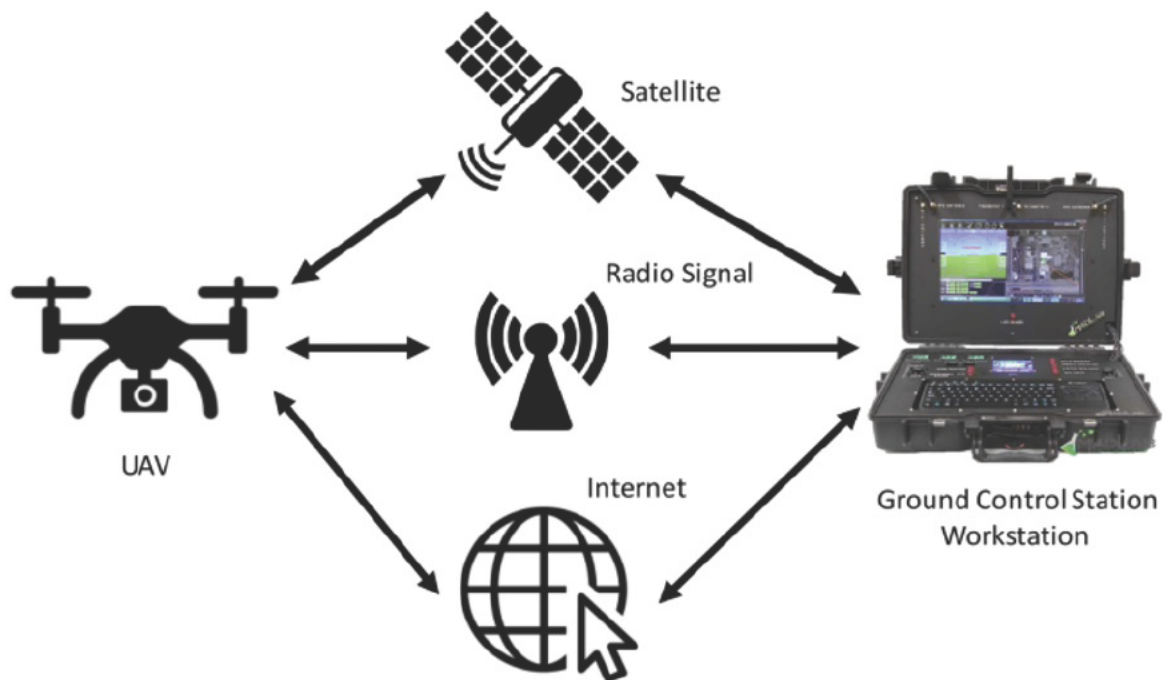## Will off-campus media be notified about this event?

No

Tags

Students can filter events by tags. You may choose multiple tags for a single event.

WORKSHOP/SEMINAR

ASME
Communication Systems Workshop

What you will Learn:
- Radio Communication
- Transmitters and Receivers
- Drone Control with a remote controller

Location: ET C153
Time: Friday November 10 @ 3PM

ASI ASSOCIATED STUDENTS, INC.
THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.

Event Category

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered.

Educat ona 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 App cab e

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 nformat on on C ub and Organ zat on Fund ng p ease v s t: https://as ca state a.org/serv ces/c ubs-and-organ zat ons-fund ng. For any other quest ons contact the V ce Pres dent for F nance v a ema as vcf@ca state a.edu by ca ng 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

Does your organization plan on serving alcohol at this event?

No

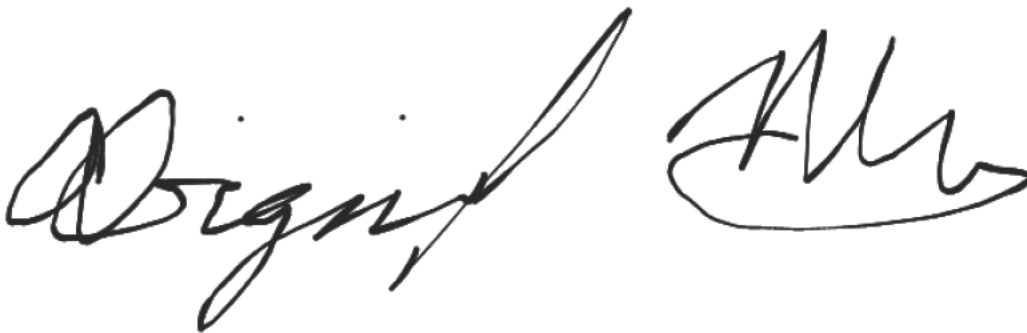## Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

No

Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidellines

Event Registration Procedures

The fo owng gu de nes are prov ded for the benef t of the student organ zat on. They are ntended to be fo owed comp ete y. Fa ure to comp y w th any of the fo owng gu de nes may resu t n d sc p nary act on taken aga nst the organ zat on nc ud ng suspens on of recogn t on, events and use of fac t es. More nformat on can be found on ne n the Student Organ zat on Handbook.

In comp ance w th University gu de nes, Ca State LA student organ zat on events and meet ngs **can be held in virtual, in-person, or hybrid modes**. Th s app es to the fo owng types of prev ous y he d events and act v t es nc ud ng but not m ted to:

- Meet ngs
- Tab ng

All ▾ | Search Amazon | 🔍

🇺🇸 EN

Returns
& Orders

🛒 **1** Cart

✅ **Added to Cart**

Your order qualifies for FREE Shipping.
Choose this option at checkout. See details

Cart Subtotal: $126⁰⁰

Proceed to checkout (1 item)

Go to Cart

Shopping Cart

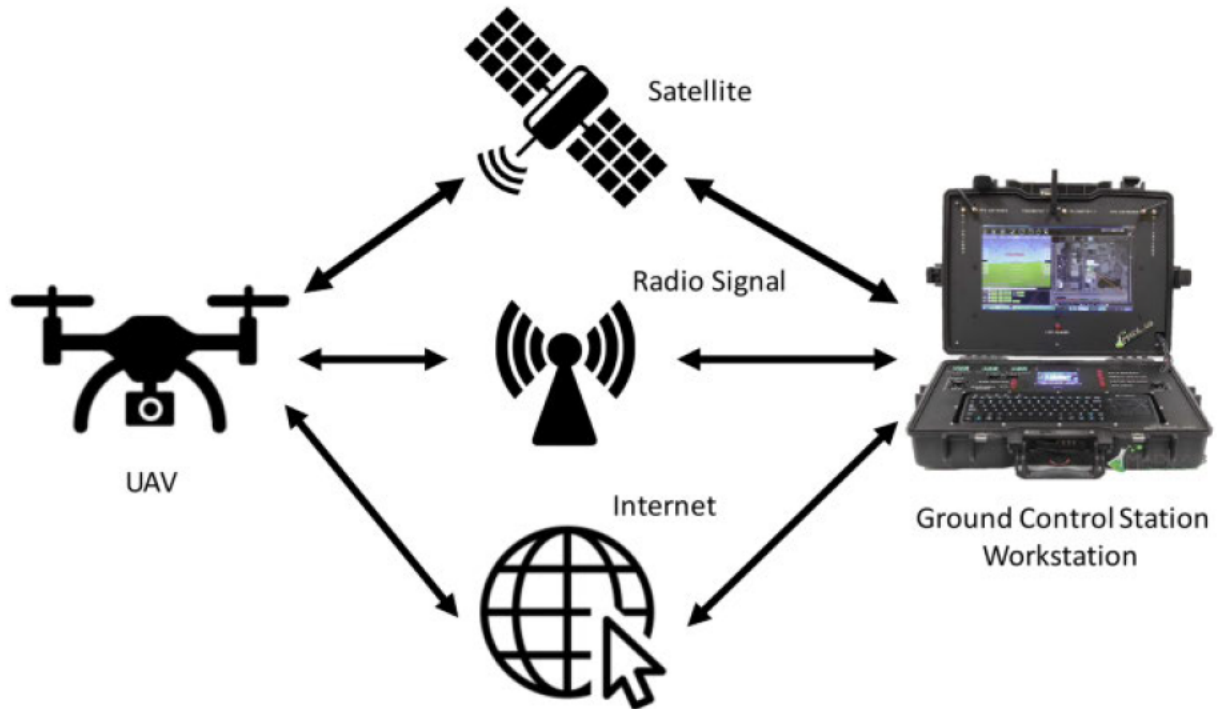|	RFD900x-US Telemetry Bundle (FCC approved)	1	$ 226.00	✕

Subtotal **$ 226.00**

Update cart 🛒 Checkout

ASME
Communication Systems Workshop

Satellite

Radio Signal

UAV

Internet

Ground Control Station
Workstation

What you will Learn:

- Radio Communication
- Transmitters and Receivers
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