

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: [REDACTED]
 OFFICER TITLE: [REDACTED]
 ADDRESS: [REDACTED]
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]
 PHONE: [REDACTED] EMAIL: [REDACTED]
 SIGNATURE: Savannah Vuong

CLUB/ORG: Eagle Rocketry
 EVENT TITLE: Propulsion Open House
 DATE(S) OF EVENT: 11/07/23 SEMESTER: FALL
 EVENT LOCATION: ECST Building, C-153
 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:

This open house aims to teach attendees more about solid rocket propulsion by providing a hands-on experience to interact with the materials.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

This program will provide an engaging engineering experience for those that wish to pursue a career in aerospace or other related engineering disciplines.

PART 4 - COST BREAKDOWN

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

MARKETING	DESCRIPTION:	AMOUNT:	OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1,479.44
 TOTAL REQUESTED FROM ASI \$1,479.44
 AMOUNT FROM OTHER SOURCES --

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



[APPROVED]

Event Registration
Propulsion Open House

Revised By: [REDACTED] PM - Version 2

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?

Eagle Rocketry SEDS

Event Name

Propulsion Open House

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.

Eagle Rocketry is hosting this open house to teach members about solid rocket propulsion. Attendees will have a chance to familiarize themselves with various components of a solid motor and collaborate with one another.

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

11/07/2023 - 1:30 PM

End Date/Time

11/07/2023 - 2:30 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.

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 Cal State LA email address.

[REDACTED]

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.

[REDACTED]

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?

Social Media

Social Media Site

Instagram

Social Media Handle

csularocketry

Marketing Media Upload*

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

[da0731fe-59c8-4011-955a-7b1757d077b5.pdf](#)

Who is invited to this event?

Cal State LA Community

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.

CAREER/PROFESSIONAL DEVELOPMENT

EDUCATIONAL

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



Event Details

Event Category

Please select any of the categories above that best describe your event. Note 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 via email asivcf@calstatela.edu 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. 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?

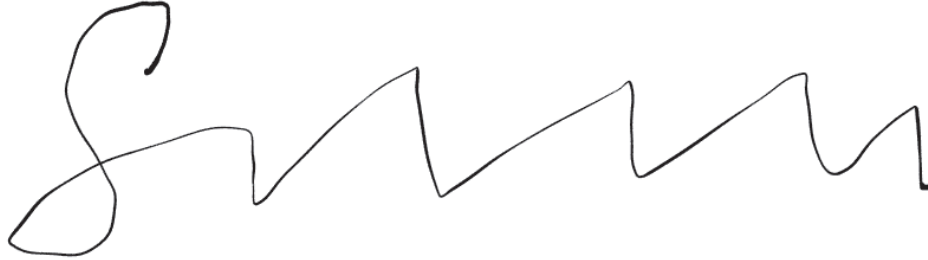
No

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

A handwritten signature in black ink, appearing to be 'S. M.', written on a signature pad.

Scroll up to submit this form.

Event Guidelines & Resources

Student Organization Event Guidelines

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 **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
- Conferences, conventions, and retreats

Failure to comply with these student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

Part 4: Detailed Cost Breakdown:

	price	quantity	sub total	tax	total
Loki Research 54mm 1200 Ns Complete Motor	\$282.00	2.00	\$564.00	\$53.58	\$617.58
Loki Research 54mm Experimental bulkhead	\$63.00	1.00	\$63.00	\$5.99	\$68.99
54mm Liner and casting tube set	\$143.00	2.00	\$286.00	\$27.17	\$313.17
54mm bulkhead/nozzle o-ring (Buna-N)	\$0.45	16.00	\$7.20	\$0.68	\$7.88
54mm #24 Standard Commercial Nozzle	\$73.00	2.00	\$146.00	\$13.87	\$159.87
10 Gal. Clear Waste Liner Trash Bags (250-Count)	\$9.97	1.00	\$9.97	\$0.95	\$10.92
Respirator Mask,Half Facepiece Gas Mask with Safety Glasses	\$19.99	6.00	\$119.94	\$11.39	\$131.33
FR LAB COAT	\$77.49	2.00	\$154.98	\$14.72	\$169.70
				Total:	\$1,479.44

Quotes provided from websites:

1. Loki Research 54mm 1200 Ns Complete Motor
2. Loki Research 54mm Experimental bulkhead
3. 54mm Liner and casting tube set
4. 54mm bulkhead/nozzle o-ring (Buna-N)
5. 54mm #24 Standard Commercial Nozzle

LOKI RESEARCH
ROCKET MOTORS & ACCESSORIES
SHOPPING CART

To modify the quantity of an item in your cart, click the 'Update Quantities' button. Once you have made your quantity changes, click the 'Save Quantity Changes' button. To remove an item from your cart, set its quantity to zero.

Product	Quantity	Price	Cost
54mm 1200 Ns Complete Motor	2	\$282.00	\$564.00
54mm Experimental Bulkhead	1	\$63.00	\$63.00
54mm Convolute X Paper Phenolic Liner Set	2	\$143.00	\$286.00
54mm bulkhead/nozzle o-ring (Buna-N)	16	\$0.45	\$7.20
54mm #24 Standard Commercial Nozzle	2	\$73.00	\$146.00
Total:			\$1,066.20

Save Quantity Changes

Return To Store Empty Cart Check Out

6. 10 Gal. Clear Waste Liner Trash Bags (250-Count)

HDX
10 Gal. Clear Waste Liner Trash Bags (250-Count)
 ★★★★★ (58) Questions & Answers (10)

Includes 250 bags (14c /bag)
\$9.97 /box

- Waste liners for light use in the office or home
- Great for use with storage, organization, and packing as well
- Trash liners fit standard 10 Gal. wastebaskets
- [View More Details](#)

Palmdale Store
 ✓ 4 in stock Aisle 01, Bay 011

Total Count of Individual Units: 250

Count: No

Pickup at Palmdale: Tomorrow 8 in stock **FREE**

Delivering to 93551: Delivery Monday, Oct 23 5:39 available **FREE**

Get it as soon as tomorrow. Schedule your delivery in checkout.

7. Respirator Mask, Half Facepiece Gas Mask with Safety Glasses Reusable Professional Breathing Protection Against Dust, Chemicals, Pesticide and Organic Vapors, Perfect for Painters and DIY Project

amazon Delivering to Los Angeles 90011
 Choose location for most accurate options

Tools & Home Improvement

Customers who viewed this item also viewed

- Respirator Mask, Half Facepiece Gas Mask with Safety Glasses Reusable Professional Breathing Protection Against Dust, Chemicals, Pesticide and Organic Vapors, Perfect for Painters and DIY Proj...
 ★★★★★ 3,106
 \$19.99
- Respirator Reusable Half Face Cover Gas Mask with Safety Glasses, Filters for Painting, chemical, Organic Vapor, Welding, Polishing, Woodworking and Other Work Protection
 ★★★★★ 2,034
 \$18.94
- AirGearPro G-500 Reusable Respirator Mask with A1F2 Filters | Anti-Gas, Anti-Dust | Gas Mask Ideal for Painting, Woodworking, Construction, Sanding, Spraying, Chemicals, DIY etc.
 ★★★★★ 2,724
 \$26.99

Reusable Respirators Half Facepiece Cover - ANUNU Chemical Respirator with Filters/Goggle Against Dust Organic Gas Vapors for Epoxy Resin Welding Woodworking

Visit the ANUNU Store
 4.5 ★★★★★ 809 ratings
 700+ bought in past month

\$19.00

Get Fast, Free Shipping with Amazon Prime

Coupon: Apply 6% coupon Shop items | Terms

Get \$40 off instantly. Pay \$0.00 \$49.99 upon approval for the Amazon Store Card. No annual fee.

Brand: ANUNU
 Size: Grey,White,Brown,Clear
 Color: Multicolor
 Number of Items: 1
 Material: Silicone

About this item

- [Complete Suit] : You will receive 1x half facepiece respirators G200, 1x safety goggles, 2x replaceable

prime
 Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime
 Try Prime and start saving today with Fast, FREE Delivery

Delivery: **\$19.99**
 Get Fast, Free Shipping with Amazon Prime
 FREE delivery Tuesday, October 24 on orders shipped by Amazon over \$35
 Or fastest delivery Saturday, October 21. Order within 2 hrs 8 mins
 Choose location for most accurate options

8. FR LAB COAT

amazon Delivering to Los Angeles 90011
Choose location for most accurate options

Search Amazon








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StikerICE Predator Jacket ★★★★☆ \$199

Clothing, Shoes & Jewelry Men Uniforms, Work & Safety Clothing Medical Lab Coats



Visit the Bulwark FR Store

Bulwark FR mens Fr Concealed Snap-front Lab Coat

4.5 ★★★★☆ - 57 ratings

Amazon's Choice

~~\$77.00~~

FREE Returns

Fit: True to size. Order usual size.

Size: **Large**

Color: Navy

- 88% Cotton, 12% Nylon
- Imported
- Snap closure
- Machine Wash
- Concealed snap front, notched lapel with two-piece collar, hemmed sleeve with concealed adjustable snaps and side vent opening
- Two chest and two hip pockets
- For work wear done right, as the world's largest manufacturer of flame-resistant apparel, Bulwark offers the industry's widest, deepest selection of fabrics, styles and colors. More people arm themselves with Bulwark than any other flame resistant brand.

▼ Show more

prime

Enjoy fast, FREE delivery, exclusive deals and award-winning movies & TV shows with Prime. Try Prime and start saving today with Fast, FREE Delivery.

Delivery or Pickup

~~\$77.00~~

FREE Returns

FREE delivery **Tuesday, October 24**

Or fastest delivery **Saturday, October 21**. Order within 2 hrs 6 mins

Choose location for most accurate options

In Stock

OK 1

Add to Cart

Buy Now

Ships from Amazon.com
Ships to Amazon.com

Eagle Rocketry Presents:

PROPULSION OPEN HOUSE

Join us as we learn more
about solid motor rocketry!

Date: November 7, 2023

Time: 1:30 PM

Where: ET C-153



**EAGLE
ROCKETRY
SEDS**

ASI

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NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.