

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: *Brandon Wilson*

CLUB/ORG: Golden Eagle Makers
 EVENT TITLE: Cubby Construction
 DATE(S) OF EVENT: 03/08/24 SEMESTER: FALL
 EVENT LOCATION: ET B111 (ECST Makerspace)
 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:

To motivate and develop skills in engineering, design, and collaboration, interested students will construct and paint several cubbies for use at a local YMCA.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

By introducing students to practical skills such as wood joinery and painting, they not only can start or further their journey in woodworking, but can also apply engineering/design concepts covered in class.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
N/A		N/A	

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
N/A		Lumber (9 sheets, var. thickness)	\$586.87
		Hardware (screws, brackets)	\$187.72
		Paint (2 gallons)	\$131.96
		Wood glue (112 oz)	\$23.88
		Estimated sales tax (9.5%, LA county)	\$88.40

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$1018.83
 TOTAL REQUESTED FROM ASI \$1018.83
 AMOUNT FROM OTHER SOURCES \$0
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 N/A

OFFICE USE ONLY

STAFF INITIALS [REDACTED]
 TIME STAMP: [REDACTED]



Event Registration

Cubby Constructions

Revised By: [REDACTED]

11:47:46 AM - Version 2

[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?

Golden Eagle Makers

Event Name

Cubby Constructions

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.

To motivate and develop skills in engineering, design, and collaboration, interested students will construct and paint several cubbies for use at a local YMCA. This construction will take place in the on-campus ECST Makerspace and be led by experienced engineering students.

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

03/08/2024 - 5:30 PM

End Date/Time

03/08/2024 - 8:00 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 (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 B111 (ECST Makerspace)

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.

Brandon Wilson

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.

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?

Social Media

Social Media Site

Instagram

Social Media Handle

@csula.gem

Marketing Media Upload*

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

[e9c8ef6a-6b36-4359-a766-8c72750eb72d.png](#)

Who is invited to this event?

Student organization members

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.

EDUCATIONAL

LIVE DEMONSTRATION/ DIY (DO IT YOURSELF)

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.

GOLDEN EAGLE MAKERS PRESENT:

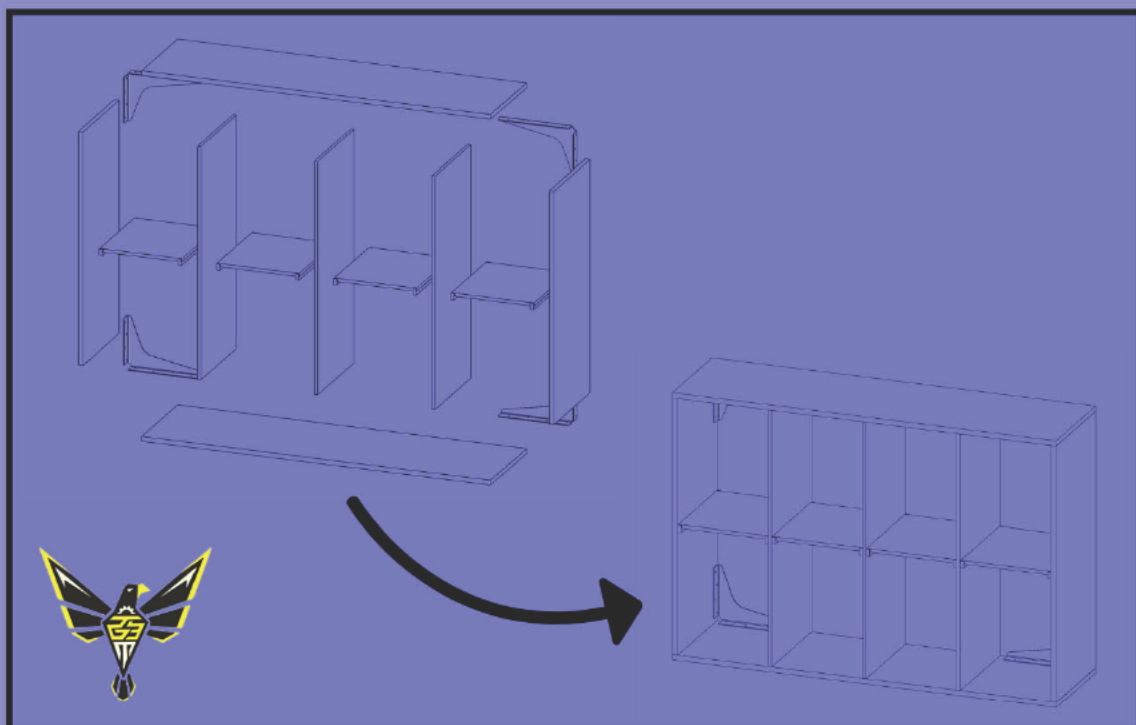
CUBBY CONSTRUCTION

WHERE: MAKERSPACE

WHEN: 03/08/24, 5:30PM - 8:00PM

**WHAT: LEARN & PRACTICE USEFUL
CONSTRUCTION AND DESIGN SKILLS AS WE
BUILD CUBBIES FOR A LOCAL YMCA**

(learn to cut, join, and ensure the safety and longevity of wood for personal use)



Event Category

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

Community Service

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.

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 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.

Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

Will a movie/show 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

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

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 read "B. Lee", is written on a signature pad field.

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](#).

Bill of Materials: Cubby Construction

Item No.	Material	Unit Cost	Quantity	Total Cost	Part Description	Links	Obtain via
1	Wood Sheet A	\$ 89.78	4	\$ 359.12	3/4"x4'x8' Oak Plywood Sheet (Need 4 per 6 cubbies)	https://www	Pickup
2	Wood Sheet B	\$ 45.55	5	\$ 227.75	1/2"x4'x8' Sande Plywood Sheet (Need 5 per 6 cubbies)	https://www	Pickup
3	#10 Screws	\$ 10.32	2	\$ 20.64	#10 x 2 in. Phillips Flat Head Zinc Plated Wood Screw (50-pack) (Need 12 per cubby)	https://www	Pickup
4	#8 Screws (short)	\$ 1.38	8	\$ 11.04	#8 x 7/8 in. Phillips Flat Head Zinc Plated Wood Screw (12-Pack) (Need 24 per cubby)	https://www	Pickup
5	#8 Screws (long)	\$ 11.47	2	\$ 22.94	#8 x 1-3/4 in. Phillips Flat Head Zinc Plated Wood Screw (100-Pack) (Need 18 per cubby)	https://www	Pickup
6	Wood Glue	\$ 5.97	4	\$ 23.88	Subfloor and Deck 28 oz. Tan Low VOC Construction Adhesive	https://www	Pickup
7	Shelf Brackets (Right)	\$ 26.28	2	\$ 52.56	Right Bracket (McMaster-Carr 2217t21) (2 per cubby)	https://www	Delivery
8	Shelf Brackets (Left)	\$ 26.28	2	\$ 52.56	Left Bracket (McMaster-Carr 2217t311) (2 per cubby)	https://www	Delivery
9	#12 Screws	\$ 13.99	2	\$ 27.98	#12 5/8" Coarse-Thread Coated Steel Black Flat Phillips Head Wood Screws (100-Pack) (32 screws per cubby)	https://www	Delivery
10	Oil Paint	\$ 65.98	2	\$ 131.96	1 gal Protective Flat Enamel Oil-Based Interior/Exterior (Rustoleum Black Paint)	https://www	Pickup
		Total	33	\$ 930.43			

Mass: ~32kg
Weight: ~70lbf
Surf_Area: ~80ft^2

GOLDEN EAGLE MAKERS PRESENT:

CUBBY CONSTRUCTION

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