



ASI Recognized Student Organization Funding Request Form

American Society of Mechanical Engineers

Pending Approval

Recognized Student Organizations can submit a funding request prior to the event or after the event has occurred:

Prior -

- *Funding requests should be submitted no less than 10 business days prior to the date of the event to provide time for the event planning efforts.*

After -

- *ASI may consider allocating funds after an event has occurred.*
- *Post-event funding requests will only be considered in the semester when they occur.*
- *The last day to submit a funding request is the deadline for the last Finance meeting of the semester.*

Funding Submission Deadline & Finance Committee Dates

The deadline for submissions is Friday, 12 pm, before the intended meeting. Any submission after that time will be reviewed at the following Finance Committee Meeting.

Finance Committee meetings are held on alternating Thursdays from 2-4 pm.

The Finance Committee Dates and Submission Deadlines can be found here: <https://asicalstatela.org/club-funding-proposals-deadline>

Student Organization & Officer Information

Organizations

American Society of Mechanical Engineers

Officer Name

[REDACTED]

Email Address

Please be sure the email listed is CHECKED REGULARLY. If we have any questions on the funding request, this is the email we use.

[REDACTED]

Officer Position

[REDACTED]

Event Information

An RSO can request funds for multiple events on one funding request form if the events are connected (i.e., workshops, speaker series, etc.). However, if the funding request is approved, reimbursement happens after the last event.

All event(s) MUST BE OPEN to ALL Cal State LA students to be considered for funding

Event Title

3D Printing Workshop Hosted by ASME

Event Date(s)

11/06/25

Briefly describe the event

Hands-on 3D Printing Workshop where we'll walk through the entire process of turning a CAD model into a real, physical part.

How will this event enhance the Cal State LA experience?

The ASME 3D Printing Workshop enhances the college experience by giving students hands-on exposure to 3D design and manufacturing. It helps them apply classroom concepts to real-world technology while building collaboration and technical skills valuable for future engineering careers.

Total Expected Attendance

15

Expected Cal State LA Students Attendance

15

Here is a [guide](#) to show how to access the approved event registration form

Approved Event Registration Form*

Event Registration Form MUST have the green approved stamp.

[732249c8-0abc-4124-914b-ce08c06967da.pdf](#)

Is your RSO requesting funds on this funding request for multiple events

ex. Workshops, speaker series, etc

No

Cost Breakdown

What is your RSO requesting funds for?

Select all that apply

Other

Total Amount Requested from ASI

\$42.00

Cost Breakdown - Other

Other includes anything that does not fall within the other categories (i.e., decorations, supplies, rental equipment, etc.)

Equipment - ASI may fund the full cost of equipment rentals with a university faculty or staff member's oversight

Supplies - ASI may fund up to a maximum of \$100 for event supplies that are necessary for the success of the program. May consider funding supplies with a longer useful life, if the cost of the supply is under \$50 and does not require a large space for storage

Admission Tickets - ASI may fund up to \$10 per Cal State LA student (i.e., movie tickets, museums, galleries, sporting events)

Prizes and Gift Cards - ASI may fund up to \$25 per person and no more than \$100 per event

Supply as much supporting documentation and information

Description (include prices)

ex. paint supplies (\$25.00), paper plates (\$4.50), etc.

3D Printer Filament 1.75mm (\$23.99) , Printer Filament PETG Filament 1.75mm (\$16.99)

Additional Supporting Documentation

Estimates and relevant invoices for the event(s)*

Screenshots of the items or provide links of every item your RSO is requesting funds for

[f6a559e0-3270-43c6-8274-e65d39c6f252.pdf](#)

Event Flier with the ASI Logo*

ASI logo can be found here: <https://asicalstatela.org/about-us/asi-studio-47/asi-brand/student-club-organizations-logos>

[9a3775a9-e9d2-4994-b046-ba80c9ae3dd5.pdf](#)

Meeting Attendance

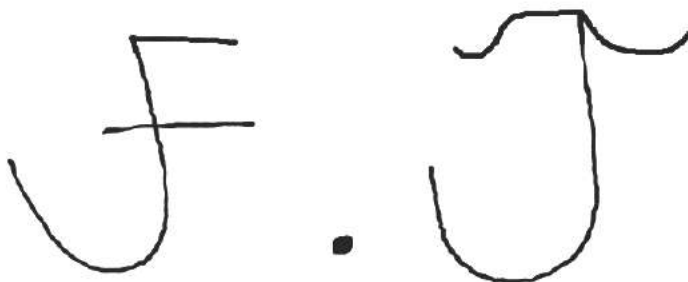
Attending the Finance Committee meeting during which the funding request is considered is HIGHLY ENCOURAGED but not required

Will you or someone from your RSO be attending the Finance Committee meeting?

Attendance can be either in-person or on Zoom

Not sure yet

Signature

A handwritten signature in black ink, appearing to be 'J. J.' with a period between the two letters.

Event Registration**3D Printing Workshop Hosted by ASME****[APPROVED]****Student Org Event Tiers and Deadlines**

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

Event Information

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 Mechanical Engineers

Event Name

3D Printing Workshop Hosted by ASME

Estimated Attendance

Please describe the estimated attendance of participants for this event.

15

Event Description

Event description - Note that the information typed in the "about the event" field will be visible on

The Nest to all students.

About the event

Join ASME for a hands-on 3D Printing Workshop where we'll walk through the entire process of turning a CAD model into a real, physical part!

Participants will learn:

- How to design a part specifically for 3D printing using CAD software.
- How to prepare files for slicing and select proper print settings
- The step-by-step process of exporting, slicing, and printing your design.
- Tips for achieving strong, clean, and precise prints.

Whether you're new to CAD or already designing your own models, this workshop will help you understand the full additive manufacturing workflow , from a digital concept to finished part.

Open to all students interested in design, prototyping, or mechanical engineering — no prior experience required! Please bring a laptop to follow along.

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

11/06/2025 - 10:45 AM

End Date/Time

11/06/2025 - 12:05 PM

Even set up time

If no additional set up time is needed use the event start time

10:45 AM

Event Tear-Down Time

If no additional clean up time is needed use the event end time

12:05 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

Where will your in-person event/meeting take place?

On-Campus

On Campus Locations

Classroom Space

Event/Meeting Virtual Link and/or In-Person Location

E&T Building (C-153)

Venue Reservation Required

This form does not reserve your venue, you must do this after receiving the approved event registration through the appropriate departments (see resources section for direct links).

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.

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 on The Nest on your roster as the advisor.

Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

Are you collaborating with either an on-campus or off-campus organization?

No

Event Details

Event Category

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

Educational Workshop/Program

Recreational Program

Planned Activities

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

None Apply

Will food be served at this event?

Food may be served at events so long as the appropriate approval is received via the Temporary Food Permit. The Food on Campus training module details how to obtain a temporary food permit.

No

Movie/Show Screening

Will a movie/show be shown at this event?

No

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

calstatela_asme

Marketing Media Upload*

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

[49d3d702-5ba9-425f-a472-50cb1e2d95fa.png](#)

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

U-SU Student Organization Display Case

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:
<https://calstatela.presence.io/form/u-su-display-case-request>

Tags

You may choose more than 1 tag. Tags are used to search events.

CAREER/PROFESSIONAL DEVELOPMENT

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 Funding

What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email asivpf@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

External Private Fundraising

External Private Fundraising

Sponsorship

Sponsorship

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

FS

Scroll up to submit this form.

Event Guidelines & Resources

Items	Quantity	Price
3D Printer Filament 1.75 mm	1	\$ 23.99
Printer Filament PETG Filament 1.75 mm	1	\$ 16.99

Total: \$ 40.98

Requested Total: \$ 42.00

LINK 1:

https://www.amazon.com/SUNLU-TPU-Filament-1-75mm-Flexible/dp/B0BXP11SYL/ref=sr_1_1?sr=8-1



Click to see full view

SUNLU TPU 3D Printer Filament 1.75mm, High Speed 95A TPU Filament, 1KG Flexible 3D Filament for Fast Printing, Dimensional Accuracy +/- 0.03mm, Suitable for Most FDM 3D Printers. (White)

Visit the SUNLU Store

4.5 ★★★★★ 1,467 ratings

3 sustainability features

100+ bought in past month

-25% \$23.99 (\$0.68 / ounce)
List Price: \$31.99

Get Fast, Free Shipping with Amazon Prime

FREE Returns

Color: 1000g Tpu White

 \$23.99 (\$0.68 / ounce) \$31.99	 \$23.99 (\$0.68 / ounce) \$30.99	 \$24.99 (\$0.02 / feet) \$30.99	 \$24.99 \$30.99	 \$24.99 \$30.99	 \$24.99 \$31.99	 \$24.99 \$30.99	 \$75.99
 \$23.99 \$30.99	 \$24.99 \$31.99	 \$24.99 (\$0.71 / ounce) \$31.99	 \$24.99 \$31.99	 \$44.99 \$57.99	 \$47.99 \$56.99	 \$59.99 \$75.99	 \$24.99 \$31.99

LINK 2:

https://www.amazon.com/SUNLU-PETG-Filament-1-75mm-Stringing/dp/B0FB8DYLWH/ref=sr_1_6?sr=8-6



4 VIDEOS



[Click to see full view](#)



SUNLU 3D Printer Filament PETG Filament 1.75mm, Less Stringing Good Layer Adhesion High Toughness, PETG Filament 1.75 $\pm$ 0.02mm, 1kg Spool(2.2lbs), 1kg, Grey

[Visit the SUNLU Store](#)

4.3 2,911 ratings

Amazon's Choice

3 sustainability features

100+ bought in past month

-11% **\$16⁹⁹**

List Price: \$18.99

Get Fast, Free Shipping with [Amazon Prime](#)

[FREE Returns](#)

Color: 1000g-grey

 \$16.99 \$18.99	 \$12.59 \$13.99	 \$16.14 \$18.99	 \$16.14 \$18.99	 \$17.89 (\$0.51 / ounce)	 \$16.14 \$18.99	 \$16.14 (\$0.46 / ounce) \$18.99	 \$15.99 (\$0.43 / ounce) \$18.99
 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 \$18.99	 \$16.99 (\$0.48 / ounce) \$18.99

ASME Presents:

3D PRINTING WORKSHOP

Learn how to:

- Design parts specifically for 3D printing
- Prepare and slice your model with the right settings
- Understand how printers bring your CAD files to life

Location: ET C153

Date: Thursday, Nov 6

Time: 10:45 AM – 12:00 PM



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