

ASI Recognized Student Organization Funding Request Form

Society for AI in Enterprise Systems

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

Society for AI in Enterprise Systems

### Officer Name

Brian Ta

### 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.

### Officer Position

Committee Chair

## 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-Printer Development Workshop

## Event Date(s)

May 14, 2026

## Briefly describe the event

The 3D-Printer Development Workshop is a hands-on session teaching students how to assemble, calibrate, and operate FDM 3D printers. Workshop Focus Assembly & Mechanics: Learn to build the hardware from the frame up, including motor installation, belt tensioning, and nozzle calibration. Operational Workflow: Master the path from CAD file to successful print, including slicer settings and material handling. Troubleshooting: Develop the skills to diagnose common print failures and perform routine maintenance. Accessibility for the CSULA Community Inclusive Skill-Building: No prior experience is required. The workshop is designed to lower the barrier to entry, providing students from any major the technical foundation to bring their ideas to physical reality. Resource Democratization: By learning to maintain and operate these machines, members gain the ability to utilize the club's equipment for their own personal, academic, or creative projects, making advanced manufacturing tools accessible to the entire campus. This club event provides the opportunity for students of all majors to gain a high-demand engineering skill in a collaborative, peer-led environment.

## How will this event enhance the Cal State LA experience?

The 3D-Printer Development Workshop enhances the Cal State LA experience by bridging the gap between theoretical classroom knowledge and practical, high-tech application. Here is how it directly benefits the entire student community at Cal State LA: Hands-on Skill Acquisition: It democratizes access to additive manufacturing, allowing students from any discipline to gain high-demand skills in hardware engineering and rapid prototyping. Fostering Interdisciplinary Collaboration: By bringing together students from across the university—from Computer Information Systems to Engineering—it creates a space for cross-campus networking and collaborative project development. Empowering Innovation: It transforms the Research Club from a specialized group into a campus-wide resource, empowering students to prototype their own inventions, academic projects, or creative designs using club infrastructure. Workforce Readiness: Familiarity with the lifecycle of 3D printing (from mechanical assembly to troubleshooting) is a tangible, professional-grade competency that distinguishes CSULA students in competitive job markets. By making advanced manufacturing tools accessible to all, this workshop ensures that the "Golden Eagle" experience is defined by the ability to build, iterate, and innovate.

## Expected Cal State LA Students Attendance

20

## Total Expected Attendance

20

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.

[c461e54e-fec8-418f-99bb-c6009bd1e11f.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

\$1,500

## 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.

Equipment - Multiple Components for developing 3D-Printer (\$1,500)

## 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

[ae58a02f-b0eb-429c-8606-a886468220f4.jpeg](#)

### 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>

[16ba4518-70cd-4e83-80d3-677210d4bca8.pdf](#)

## Meeting Attendance

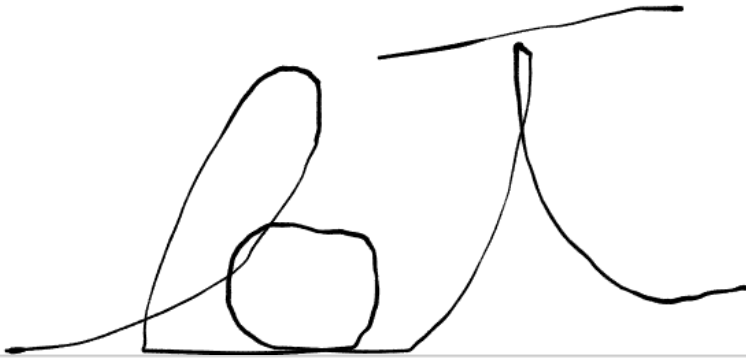
Attending the Finance Committee meeting during which the funding request is considered is HIGHLY ENCOURAGED but not required

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

Attendance can be either in-person or on Zoom

Yes

Signature

A handwritten signature in black ink on a white background. The signature consists of several connected strokes. It starts with a horizontal line on the left, followed by a large, rounded loop that descends and then rises. Below this loop is a smaller, roughly square loop. To the right of these loops is a tall, narrow vertical stroke that curves slightly to the right at the top. A long, thin horizontal line extends from the top of this vertical stroke to the right, crossing over the top of the vertical stroke. The signature ends with a short, horizontal line on the right.

Event Update

3D-Printer Development Workshop

[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?

Society for AI in Enterprise Systems

### Event Name

3D-Printer Development Workshop

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

10

## 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

Take your 3D printing expertise to the next level. This hands-on workshop dives into the mechanics and software that power modern additive manufacturing. Whether you are looking to build a machine from the ground up, customize your current setup, or troubleshoot complex hardware issues, you will gain the technical skills to optimize performance and innovate your own designs.

### What you will learn:

- **Hardware Architecture:** Deep dive into motion systems, extruders, and control boards.
- **Firmware Tuning:** Master the configuration of open-source firmware like Marlin or Klipper.
- **Precision Calibration:** Techniques for bed leveling, flow rate optimization, and ghosting reduction.
- **Custom Upgrades:** How to design and integrate proprietary modifications to enhance build quality and speed.

Join us to transform your printer from a pre-built kit into a high-performance, custom-tuned machine.

## 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

05/14/2026 - 1:00 PM

### End Date/Time

05/14/2026 - 4:30 PM

### Even set up time

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

1:00 PM

### Event Tear-Down Time

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

4:30 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

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

On-Campus

### On Campus Locations

Other (please describe exact location in the next question)

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

Simpson Tower 602

### 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.

[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. Your advisor must be listed on The Nest on your roster as the advisor.

[REDACTED]

### 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

Meeting (hosting)

#### 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?

Other

#### What other methods of marketing will your organization use?

Word of Mouth

#### Who is invited to this event?

### 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

COMMUNITY BUILDING AND CELEBRATION

EDUCATIONAL

LEADERSHIP DEVELOPMENT

LIVE DEMONSTRATION/ DIY (DO IT YOURSELF)

MEETING

SOCIAL

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 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](mailto: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

A handwritten signature in black ink, appearing to be 'A. J.', 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

### 3D-Printer Development Workshop

















Items	Quantity	Price
Supplies/Equipment		\$ 1,476.92

Event Total \$ 1,476.92

**Requested Amount \$ 1,500.00**

Order summary

[Edit Cart](#)

- 
**1** PLA-CF  
 Royal Blue (14601) / Filament with spool / ...  
**\$34.99**
- 
**1** PLA-CF  
 Black (14100) / Filament with spool / 1 kg  
**\$34.99**
- 
**1** PA6-CF  
 Black (72104) / Filament with spool / 1 kg  
**\$59.99**
- 
**1** PA6-CF  
 Blue (72600) / Filament with spool / 1 kg  
**\$59.99**
- 
**4** Silicone Desiccant  
 All AMS Series  
**\$7.98** ~~\$15.96~~  
 Add-ons Deal: -\$7.98
- 
**2** PETG Basic  
 Yellow(30402) / Filament with spool / 1kg  
**\$29.89** ~~\$45.98~~  
 Combo Deal: -\$16.09
- 
**2** PETG Basic  
 Dark Brown(30800) / Filament with spool...  
**\$29.89** ~~\$45.98~~  
 Combo Deal: -\$16.09
- 
**2** PETG Basic  
 Reflex Blue(30603) / Filament with spool ...  
**\$29.89** ~~\$45.98~~  
 Combo Deal: -\$16.09
- 
**1** Glue Stick  
 All Series / 1 pc  
**\$2.00** ~~\$5.99~~  
 Add-ons Deal: -\$2.00
- 
**2** Liquid Glue  
 All Series / 1 pc  
**\$16.99** ~~\$33.98~~  
 Add-ons Deal: -\$16.99
- 
**2** Bambu Scraper 3 pcs  
 All Series  
**\$5.98** ~~\$7.98~~  
 Add-ons Deal: -\$2.00
- 
**2** Bambu Textured PEI Plate  
 P2S(X2D)  
**\$59.99** ~~\$79.98~~  
 Build Plate Bulk Sale: -\$20.00
- 
**1** Bambu Engineering Plate  
 P2S  
**\$22.49** ~~\$29.99~~  
 Build Plate Bulk Sale: -\$7.50
- 
**2** Bambu Hotend - H2/P2S/X2D  
 Standard Flow / P2S / 0.4mm Hardened S...  
**\$35.68** ~~\$44.98~~  
 Combo Deal: -\$6.30
- 
**2** PLA Basic Starter Classic Pack  
 Filament with spool / 1kg\*4  
**\$115.98** ~~\$183.92~~  
 Combo Deal: -\$67.94
- 
**1** Bambu Lab P2S  
 P2S Combo  
**\$799.00**

Fold ^

Enter code

Please enter Discount Code or Gift Card C

Coupons +


Subtotal \$1,345.72  
 Shipping \$0.00

**Grand total** USD **\$1,476.92**

Including \$131.2 in taxes

Gift Card +

**Net Payment** USD **\$1,476.92**

 YOU SAVED \$178.97

Order Notice:

\*If your order contains a Printer or AMS, it will be shipped separately from the accessories and filament.  
 \*For B2B customers, Click [here](#) to apply for an online tax-exempt account to shop on our web store.

Contact

Order updates will be sent to this email address.

Shipping address

[+ New Address](#)

Shipping method

3-10 Business days to deliver, after order is shipped.

Free

Payment

Billing address

Same as shipping address

The billing address cannot be modified after the order is confirmed.

Credit/Debit Card & Local Payment

Card  Bank \$5 back

Card number

1234 1234 1234 1234



Expiration date

MM / YY

Security code

CVC



Pay now \$1,476.92

PayPal



Klarna



All transactions are secure and encrypted.

Welcome Code



# CALIFORNIA STATE UNIVERSITY, LOS ANGELES

College of Business and Economics  
Department of Information Systems  
5151 State University Drive, Los Angeles, CA 90032

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Date: April 20, 2026

To: Associated Students, Inc. (ASI) Finance Committee  
California State University, Los Angeles

**Re: Written Statement of Departmental Sponsorship and University Responsibility**

**Requesting Club:** Society for AI in Enterprise Systems

**Funding Request:** Acquisition of a 3D Printer Components Kit for Student Educational Use

## I. Purpose of This Statement

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This written statement is provided by the Department of Information Systems (hereinafter "the Department") at California State University, Los Angeles, in accordance with ASI Funding Policy Section 5.2. This letter confirms the Department's formal sponsorship of the funding request submitted by Society for AI in Enterprise Systems at California State University, Los Angeles for the purchase of a 3D printer components kit, and documents the University's acceptance of ownership and ongoing maintenance responsibility for the equipment.

## II. Description of Intended Equipment Use

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The 3D printer components kit will be used as a shared educational resource to support project-based learning, prototyping, and applied technology coursework within the Department of Information Systems. Specific planned uses include, but are not limited to:

- Student-led design and engineering projects under faculty supervision
- Prototype fabrication for IS course and club projects
- Hands-on learning activities aligned with the Department's curriculum in technology and systems design
- Demonstrations and workshops open to the broader CSULA student body

The equipment will not be used for personal, commercial, or private purposes. All usage will be supervised by designated Department faculty or staff.

## III. University Ownership and Maintenance Responsibility

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The Department of Information Systems hereby confirms the following:

### A. University Ownership

Upon acquisition, the 3D printer components kit will be registered as University property under the Department of Information Systems. It will not be considered property of any student organization. Title and ownership will vest in California State University, Los Angeles, consistent with University policy on equipment and tangible assets.

## **B. Maintenance and Upkeep**

The Department accepts full responsibility for the ongoing assembly, maintenance, repair, and operational oversight of the 3D printer. This includes:

- Routine maintenance and calibration of the equipment
- Coordination of assembly and any required repairs or servicing
- Ensuring the equipment remains in safe operating condition
- Designating a faculty or staff point-of-contact responsible for equipment oversight

## **C. Physical Location**

The 3D printer final product will be physically housed within a Department-controlled space on the CSULA campus (e.g., a designated lab or classroom). It will not be stored off-campus or in a student organization office without explicit Departmental approval and supervision.

## **IV. Supervision of Projects**

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All use of the 3D printer components kit by students will occur under the active supervision of Department of Information Systems faculty or designated staff. The Department will establish a sign-out or reservation system to ensure accountability and appropriate use. A faculty member will be formally assigned as supervisor for any project utilizing this equipment.

## **V. Student Benefit**

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The Department affirms that the acquisition of this 3D printer components kit provides a clear, direct, and substantial benefit to students. Access to additive manufacturing technology:

- Enhances practical, hands-on learning opportunities not otherwise available in classroom settings
- Supports CSULA's mission of applied education and workforce readiness
- Allows students to develop marketable technical skills in prototyping and design
- Broadens access to technology resources for students across multiple departments and disciplines

## **VI. Departmental Authorization**

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This statement is made on behalf of the Department of Information Systems by an authorized representative. The Department supports this ASI funding request and agrees to fulfill all responsibilities outlined herein.

*Ming Wang*

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*Signature — Department Chair or Authorized Representative*

**Ming Wang**

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*Printed Name*

Professor/Department Chair

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*Title*

Department of Information Systems

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*Department — Information Systems*

April 20, 2026

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*Date*

Contact Information (Phone / Email): \_mwang3@cal State la.edu 323-343-2958\_\_\_\_\_

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*This document is submitted in support of an ASI funding request pursuant to ASI Funding Policy Section 5.2.*

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# 3D-PRINTER DEVELOPMENT WORKSHOP

Interested in 3D printing and want to build, customize, or improve your own printer?

Join us for a hands-on workshop where we'll explore the basics of 3D-printer development!



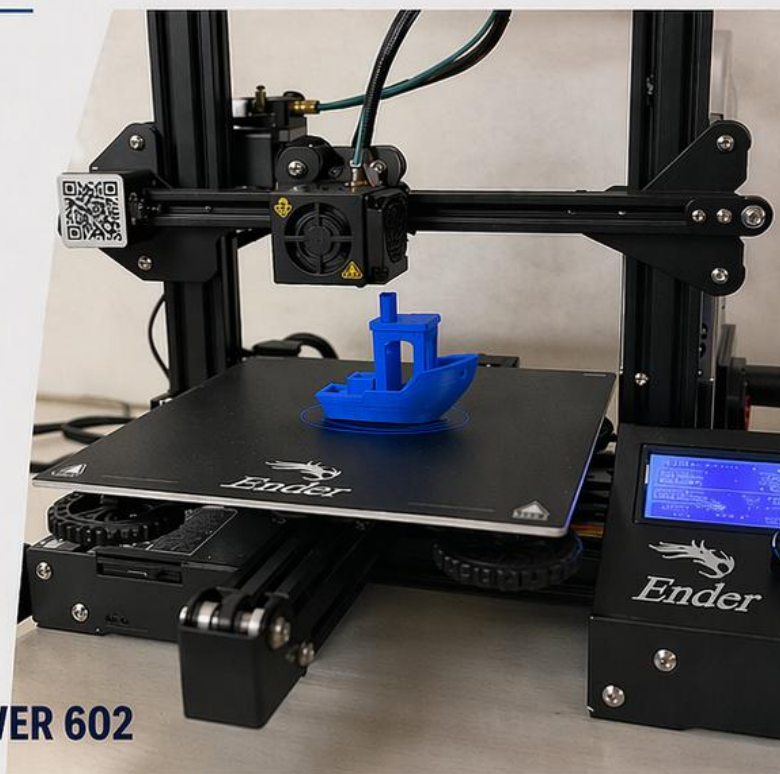
**MAY 14**



**1:00 PM – 4:30 PM**



**LOCATION: SIMPSON TOWER 602**



A COLLABORATION BETWEEN



**SOCIETY OF AI  
IN ENTERPRISE SYSTEMS**



**BUSINESS  
INFORMATION  
SYSTEMS CLUB**



**LEARN. BUILD. INNOVATE.**

All skill levels welcome! No prior experience required.  
Come curious, leave empowered.

