

# FUNDING REQUEST FORM

2019-2020

## PART 1 - NOTICE & CHECKLIST

# IMPORTANT

1. All Funding Request Forms must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding request forms must be turned in no less than 10 business days (2 weeks) prior to the event.
3. Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- EVENT FLYER WITH ASI LOGO     
  CSI EVENT REGISTRATION FORM     
  ESTIMATES/FOOD PERMITS     
  EVENT ESTIMATES / INVOICES

## PART 2 - CONTACT & ORGANIZATION

OFFICER NAME: [REDACTED]  
 TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: *Richard Chavez*  
31F878C4F0E14EA...

CLUB/ORG: American Society of Mechanical Engineers  
 EVENT TITLE: ASME Workshop: 3D Printing  
 DATE(S) OF EVENT: April 2nd SEMESTER: SPRING   
 EVENT LOCATION: Zoom  
 EXPECTED 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:  
 Introducing different parts and necessary software needed to build a robot, such as Arduinos, Solidworks, Motors and more. Specifically how to operate and create 3D printer machines and software.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This will teach many students the basics necessities for building a robot and teach them severla aspects of Mechanical, Electrical, and Software Engineering. And overall teaching exciting STEM activites.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Look at Spreadsheet	215.16

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT      215.16  
 TOTAL REQUESTED FROM ASI      215.16  
 AMOUNT FROM OTHER SOURCES      0.00

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:

[REDACTED]

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP:



## ASME Workshop April 2nd Parts List

<b>Part Name:</b>	<b>Quantity:</b>	<b>Retail Price per item:</b>	<b>Shipping Price for the whole Quantity:</b>	<b>Taxes for the whole Quantity:</b>	<b>Total Price:</b>
Insulation Tape	1	\$9.99	\$0.00	\$1.00	\$10.99
Adhesive Sealant	1	\$18.69	\$0.00	\$1.87	\$20.56
Flex Seal Spray	1	\$25.98	\$0.00	\$2.60	\$28.58
Black 3D Printer Filament	3	\$24.99	\$0.00	\$7.50	\$82.47
Silver 3D Printer Filament	2	\$22.99	\$0.00	\$4.60	\$50.58
Purple 3D Printer Filament	1	\$19.99	\$0.00	\$2.00	\$21.99
Total Amount for Everything					\$215.16



Event Registration

## ASME Workshop: 3D Printing

**[APPROVED]**

Submitted By: [REDACTED] on 3/14/2021 10:50:14 PM

### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event date. Reservations for on campus events 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?  
American Society of Mechanical Engineers

### Event Name

ASME Workshop: 3D Printing

### Estimated Attendance

Please describe the estimated attendance of participants for this event. Please note that based on your response, your organization may need to comply with additional campus policies and procedures before this event can be registered. For more information please refer to the Student Organization Handbook sections on Ticketing and Guidelines for Campus Facility Reservation.

15

### About the event

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

American Society of Mechanical Engineers(ASME) will be hosting a workshop about the different parts and necessary software needed to build a robot. We will be going over the following topics:

- 3D Printing

The workshop will be via Zoom from 11 am - 12 pm on April 2nd, 2021. It is open to anyone interested in building these skillsets. If you have any questions, please feel free to email us at calstatelaasmeig@gmail.com.

### Time & Location

#### Start Date/Time

04/02/2021 - 11:00 AM

## End Date/Time

04/02/2021 - 12:00 PM

Events that occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a food sale on multiple days in the month).

## Where will the event take place?

What online platform will this event use to host the event?

Zoom

## Specific Online URL Information

Include the full link where participants can access the virtual event (Zoom link, etc) or a link to where they can find information on how to access the event (Linktree, website, etc.)

<https://calstatela.zoom.us/j/87815270713?pwd=TmlQWpjc0k2RkhVakF4MjQvaHpqdz09>

## Is a password required to gain access?

Yes

## How can participants get access to the password?

By invitation

## Do participants need to RSVP?

No

## 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 Phone Number

[REDACTED]

## Organization Advisor Name

[REDACTED]

## Organization Advisor Email Field

Please ensure your advisor's email address is entered accurately. This Event Registration Form will be sent to your advisor for approval before CSI can approve it.

[REDACTED]

## Marketing

No publicity may be distributed or posted online until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007. For Fall 2020 only electronic or virtual forms of marketing will be approved for student organizations.

### How do you plan on marketing this event?

Email

Social Media

Other

### Social Media Site

Instagram

### Social Media Handle

calstatela\_asme

### Printed Media Upload\*

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

[44360ba4-cbf6-47ef-8fba-460fb1127ed4.jpeg](#)

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

Discord

### Who is invited to this event?

Cal State LA Community

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

No

## Tags

EDUCATIONAL

WORKSHOP/SEMINAR

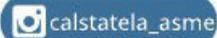
## Cover Image

Please select an image that corresponds to your event.



# ASME

Follow us:



# WORKSHOP

Want to learn some new skills that will help you in your field of study? Our ASME team lead will be going over some important concepts that are essential when working on robotics. The mechanical team will be going over:

- *3D Printing*



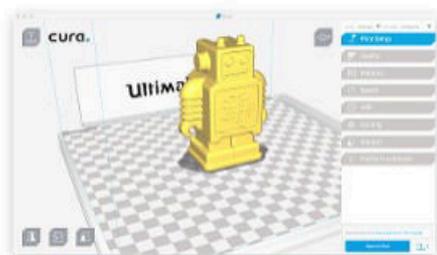
**April 2nd, 2021**

**11:00 am - 12:00 pm**

**via Zoom**

Meeting ID: 878 1527 0713

Passcode: ASME2



## Event Details

### Event Category

Please select any of the categories above that best describes your event. Note, organization meetings do not need to be registered. For Fall 2020 all of these event categories must be held virtually.

Educational Workshop/Program

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 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?

No

## Acknowledgment

**AS AN OFFICER OF THIS ORGANIZATION, I WILL TAKE RESPONSIBILITY TO ENSURE THAT THE EVENT WHICH 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.**

## Signature Pad Field

Three handwritten signatures in black ink, appearing to be 'C. Smith', 'J. Smith', and 'S. Smith'.

## Event Guidelines & Resources

### Student Organization Event Guidelines

#### 2020-2021 Event Registration Procedures

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to

American Society of

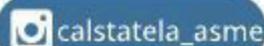


Mechanical Engineers

# ASME

# WORKSHOP

Follow us:



Want to learn some new skills that will help you in your field of study? Our ASME team lead will be going over some important concepts that are essential when working on robotics. The mechanical team will be going over:

- *3D Printing*



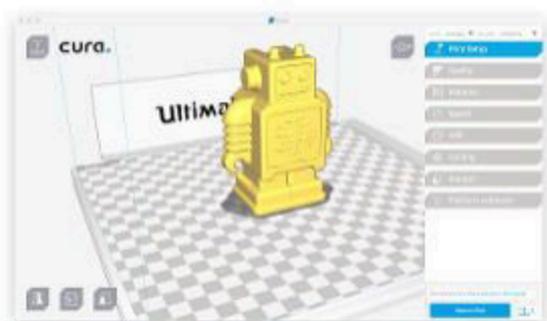
**April 2nd, 2021**

**11:00 am - 12:00 pm**

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Meeting ID: 878 1527 0713

Passcode: ASME2

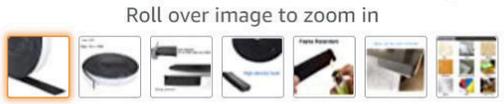




Honeywell Home RTH9585WF1004 Wi-Fi Smart Color... 7,806 ratings \$124.89 prime

Tools & Home Improvement > Building Supplies > HVAC > Weatherproofing > Weather Stripping

Sponsored



# Foam Insulation Tape, Weather Stripping Door Seal Strip for Doors and Windows, Sliding Door, Sound Proof Soundproofing Door Seal, Weatherstrip, Air Conditioning Seal Strip (1In x 1/8In x 33Ft)

Brand: DGSL 712 ratings

Price: \$9.99 prime & FREE Returns

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Size Name: 1In x 1/8In x 33Ft

- 1/2In x 1/4In x 33Ft
- 1/2In x 1/8In x 49.5Ft
- 1/2In x 3/8In x 16.5Ft
- 1In x 1/8In x 33Ft**
- 1In x 3/4In x 16.5Ft
- 1In x 3/4In x 33Ft
- 1In x 3/8In x 16.5Ft
- 2In x 1/4In x 13Ft
- 3/4In x 3/8In x 16.5Ft

- 【Foam Insulation Tape】 — The foam tape is made from environmental protection material, CR foam, Neoprene, which has excellent sealing and resistance to deformation feature, toxic free, can be used from -50°C to 150°C.
- 【High Density Foam Tape】 — Provides a perfect air-tight seal,

\$9.99 prime & FREE Returns

FREE delivery: Sunday, March 21  
Order within 9 mins Details

Deliver to Abel - Los Angeles 90001

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon  
Sold by DGSL-us-store

Add a gift receipt for easy returns

Add to List

Share icons: Email, Facebook, Twitter, Pinterest

Have one to sell?

Sell on Amazon

Subtotal \$37.84



### 3M Marine Adhesive Sealant 5200FC Fast Cure, PN05220, White, 3 oz Tube, Model:3004.7747

Brand: 3M  
★★★★★ 1,884 ratings | 33 answered questions

Amazon's Choice for "5200"

List Price: ~~\$18.69~~ Details  
Price: **\$14.39** ✓prime & FREE Returns  
You Save: **\$4.30 (23%)**

Size: 3 fl oz

- Permanent bonding – above and below the waterline
- Fastcure version of 3M Marine Adhesive Sealant 5200
- Tackfree in 12 hours and typically cures within 48 hours
- Tough and flexible polyurethane polymer forms strong bonds
- Capable of retaining strong bonds during vibration, swelling, shrinking or shock

#### Product Specifications

Brand Name	3M
Color	White
Container Size	3 ounces
Ean	5899405938682 , 7147905961388 , 0051135052204
Global Trade Identification Number	00051135052204
Hazardous Material Type	unknown
Included Components	ADHESIVE SEALANT

See more



Roll over image to zoom in

**\$14.39**  
✓prime & FREE Returns  
FREE delivery: **Sunday, March 21**  
Order within 7 mins [Details](#)  
Deliver to Abel - Los Angeles 90001

In Stock.

Qty: 1

Add to Cart  
Buy Now

Secure transaction  
Ships from Amazon.com  
Sold by Amazon.com  
 Add a gift receipt for easy returns

Add to List  
Add to essentials

New (31) from **\$14.39** ✓prime

Share

Proceed to checkout  
 This order contains a gift

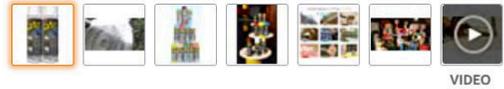
Recommended items:

- Roll of tape: \$9.99 ✓prime
- MY UNCLE IS COOLER THAN YOURS t-shirt: \$12.85 ✓prime
- Spider-Man costume: \$24.99 ✓prime

Saved for later (67)



Roll over image to zoom in



# Flex Seal Spray Rubber Sealant Coating, 14-oz, White (2 Pack) - FSWHTD20

Brand: Flex Seal  
★★★★☆ 1,313 ratings  
Amazon's Choice for "flexseal waterproof products"

Price: \$25.98 (\$12.99 / Item) prime

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

Color: White

\$25.98 (\$12.99 / Item) prime	\$25.98
\$25.98 prime	

- The easy way to coat, seal, protect, and stop leaks fast! Once dry, can be painted any color
- Seeps into cracks and holes. Dries to a watertight, flexible, rubberized coating. Stays flexible and pliable; lasts many years
- Transform and protect virtually everything! Ideal for arts & crafts, projects & hobbies
- Protects surface from corrosion, can be used on wet or dry

\$25.98 prime

FREE delivery: Sunday, March 21  
Order within 4 mins Details

Deliver to Abel - Los Angeles 90001

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon  
Sold by Flex Seal Products

Add a gift receipt for easy returns

Add to List

Add to essentials

3M Flex Seal Spray Rubber Sealant Coating \$14.39 prime

MY UNCLE IS COOLER THAN YOURS \$12.85 prime

Spy Kids Super Hero Girl Costume \$24.99 prime

New (4) from \$25.98 prime

Saved for later (67)

**Purchased 2 times.**  
Last purchased Mar 5, 2021.  
[View order](#)



Roll over image to zoom in

## HATCHBOX PLA 3D Printer Filament, Dimensional Accuracy +/- 0.03 mm, 1 kg Spool, 1.75 mm, Black, Pack of 1

Visit the [HATCHBOX Store](#)  
★★★★★ 11,230 ratings | 104 answered questions  
**#1 Best Seller** in 3D Printing Filament

Price: **\$24.99** ✓prime & FREE Returns

Thank you for being a Prime member. Get a \$150 Gift Card: Pay \$0.00 upon approval for the Amazon Prime Rewards Visa Card. No annual fee.

May be available at a lower price from [other sellers](#), potentially without free Prime shipping.

<b>Brand</b>	HATCHBOX
<b>Material</b>	Pla
<b>Color</b>	Black
<b>Item Weight</b>	1000 Grams
<b>Item Diameter</b>	1.75 Millimeters

### About this item

- 1 KG (approximately 2.20 lbs) Spool
- 1.75mm Filament Diameter (Dimensional Accuracy +/- 0.03mm)
- PLA (Polylactic Acid) 3D Printer Filament Vacuumed Sealed With Desiccant
- Recommended Extrusion/Nozzle Temperature 180°C - 220°C
- Spool Diameter: 7.88" - Spool Width: 2.69" - Spool Hub Hole Diameter: 2.20"

**\$24.99**  
✓prime & FREE Returns

FREE delivery: **Sunday, March 21**  
Order within 2 mins [Details](#)

📍 Deliver to **Abel - Los Angeles 90001**

**In Stock.**

Qty: 1

**Add to Cart**

**Buy Now**

🔒 **Secure transaction**

Ships from **Amazon.com**  
Sold by **Amazon.com**

Add a gift receipt for easy returns

**Add to List**

[Add to essentials](#)



Roll over image to zoom in

# LONGER PLA 3D Printer Filament 1.75mm, Dimensional Accuracy +/- 0.02 mm, No Tangle, Eco-Friendly, Widely Compatibility (Grey, 1KG)

Visit the Longer Store  
★★★★☆ 189 ratings | 5 answered questions

Amazon's Choice for "longer+pla"

Price: \$22.99 ✓prime & FREE Returns

Color: Grey

\$22.99 ✓prime	\$22.99 ✓prime	\$21.99 ✓prime	\$22.99 ✓prime
\$19.99 ✓prime	\$21.99 ✓prime	\$17.99 ✓prime	

Size: 1KG

<b>Brand</b>	Longer
<b>Material</b>	Pla
<b>Color</b>	Grey
<b>Item Weight</b>	1 Kilograms
<b>Item Diameter</b>	1.75 Millimeters

### About this item

- **[HIGH DIMENSIONAL ACCURACY]** Minimum tolerance(+/-0.02mm), compatible with almost FDM 3D Printers which use 1.75mm filament.
- **[1.75mm PLA 3D FILAMENTS]** High purity with low shrinkage, high strength with better toughness, easy to use. The extrusion temperature is 190-220°C. Sparkle shine surface, the 3D Printed Item Like True Metallic Shiny Copper.
- **[100% TANGLE-FREE TIPS]** Full mechanical winding and strict manual examination, all of the filaments are 100% Tangle-Free before Package Opened, Pls

One-time purchase: \$22.99  
 ✓prime & FREE Returns  
 FREE delivery: **Sunday, March 21**  
 Order within 45 secs Details  
 Deliver to Abel - Los Angeles 90001

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon  
 Sold by Longer3d Official...  
 Packaging Shows what's insi...

Details

Add a gift receipt for easy returns

Subscribe & Save: \$22.99 ✓prime  
 First delivery on Mar 21  
 Ships from: Amazon  
 Sold by: Longer3d Official Store

Subtotal: \$153.18

3 recent changes in Cart

Proceed to checkout

This order contains a gift

Recommended items:

- \$24.99 (x3) ✓prime
- \$25.98 ✓prime
- \$14.39 ✓prime
- \$12.85 ✓prime
- \$24.99 ✓prime

Saved for later (67)



Roll over image to zoom in

# LONGER PLA 3D Printer Filament 1.75mm, Dimensional Accuracy +/- 0.02 mm, No Tangle, Eco-Friendly, Widely Compatibility (Purple, 1KG)

Visit the Longer Store   
 ★★★★★ 189 ratings | 5 answered questions

Price: \$19.99 ✓prime FREE Same-Day & FREE Returns

Color: Purple

	\$22.99		\$22.99 ✓prime		\$21.99 ✓prime		\$22.99 ✓prime
	\$19.99 ✓prime		\$21.99 ✓prime		\$17.99 ✓prime		

Size: 1KG

Brand	Longer
Material	Pla
Color	Purple
Item Weight	1 Kilograms
Item Diameter	1.75 Millimeters

### About this item

- **[HIGH DIMENSIONAL ACCURACY]** Minimum tolerance(+/-0.02mm), compatible with almost FDM 3D Printers which use 1.75mm filament.
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- **[100% TANGLE-FREE TIPS]** Full mechanical winding and strict manual examination, all of the filaments are 100% Tangle-Free before Package Opened, Pls Insert Free End of Filament into Spool Holes to Avoid Being Tangled for Next Time Use.

Share

\$19.99

✓prime FREE Same-Day & FREE Returns

FREE delivery: **Today** with qualifying orders over \$35. Order within 9 hrs and 44 mins   
 Details

Deliver to Abel - Los Angeles 90001

In Stock.

Qty: 1

Add to Cart

Buy Now

Secure transaction

Ships from Amazon   
 Sold by Longer3d Official Store   
 Packaging Shows what's inside. T...

Details

Add a gift receipt for easy returns

Add to List

Add to essentials

3 recent changes in Cart

Proceed to checkout

This order contains a gift



Saved for later (67)