



Request for Appropriation of Funding Non-Board of Trustee Item Request

Note: All request must be submitted 6 weeks prior to event date

Submit to Student Life Office and email to lhennings@mtsac.edu. Upon receipt, confirmation of item and agenda date will follow.

For Office Use Only	
Request #:	2
Date Received:	9/2/23
Agenda Date:	9/19/23

I. Type of Appropriation Requested (Select all that apply):

- | | Amount Requested per item |
|--|---------------------------|
| <input type="checkbox"/> Catering: (ex. Sodexo, off-campus restaurants and caterers) | \$ _____ |
| <input type="checkbox"/> Conference & Travel: (ex. Registration, transportation, lodging, meal allowance) | \$ _____ |
| <input type="checkbox"/> Food Supplies: (ex. Pre-packaged food items like chips and candy, etc.) | \$ _____ |
| <input checked="" type="checkbox"/> Supplies: (ex. Streamers, paper cups, plastic utensils, decorations, etc.) | \$ <u>1717.53</u> |

If you are requesting funding for an Independent Contractor or Contract, you will require the Board of Trustees approval. You must complete a separate "Request for Appropriation of Funding Board of Trustee Item Request."

TOTAL AMOUNT REQUESTED: \$ 1717.53

II. Additional Sources of Funding

Are you considering other sources of funding? (Circle one) Yes / No

If so, please indicate the Source: Participation Fee Amount: \$ 450

III. Event Information

Recognized Student Club/ Organization (RSCO) or Department: Engineering Club

Name of Event: Rocket Workshop

25 Live Reservation Reference Code: 2023-AALWBG

Event Location: 11-2304, Mountie Makerspace

Event Date: Every Thursday, 9/21-11/18

Event Start to End Time: 7 pm - 9 pm

NOTE: Associated Students has the purview of requiring certain events to prove all participants to have paid their current Student Activities Fee. Fees are subject to electronic verification, via the Associated Students website.

IV. Additional Information Required

Purpose of Event: A.S. seeks to enhance the student experience through activities fulfilling one of the following five priorities, please select one priority area(s) your event fulfills.

- Co-curricular engagement
- Leadership development
- Retention & transfer
- Recognition of service
- Civic engagement and advocacy

Please describe how your event fulfills the selected A.S. Priority area and provide a detailed Budget breakdown for the amount requested by including quotes, conference webpages, etc.

V. Funding Conditions

All groups requesting Associated Students funding are hereby notified that the event advisor (or designee) is responsible for processing all banner requisitions with approved vendors. **NOTE: Additional Fiscal Services forms, guidelines, and procedures may be required.** All event marketing, written and oral, must acknowledge Associated Students as a sponsor and include the Associated Students logo on all materials.

This form must be completely filled out, with signatures below, and submitted to the A.S. Administrative Specialist III **at least 6 weeks prior to the event date** to be considered for funding. For specific questions, please contact the Student Life Office at x4525 or email lhennings@mtsac.edu.

A. Club Advisor / Employee Submitting Request Form

Print: Maria Vaughn
 Sign: Maria Vaughn
 Date: 9/8/2023 Ext/Phone: 4427
 Email: mvaughn4@mtsac.edu

**B. Designee Processing Banner Requisition(s)
 If different from person A.**

Print: _____
 Sign: _____
 Date: _____ Ext/Phone: _____
 Email: _____

For Office Use Only				
Co-Sponsor (Motion):		<u>Ricardo Diaz</u>	Date: <u>9/19/23</u>	
Co-Sponsor (Second):		<u>Sophie Energy</u>	Date: <u>9/19/23</u>	
A.S. Senate				
For:	<u>14</u>	Against:	<u>1</u>	Date: <u>9/19/23</u>
		Abstain:	<u>0</u>	
A.S. Executive Board				
For:	<u>6</u>	Against:	<u>0</u>	Date: <u>9/19/23</u>
		Abstain:	<u>0</u>	
A.S. President				
<input checked="" type="radio"/> Approve	<input type="radio"/> Veto	Signature: <u>[Signature]</u>		Date: <u>9/20/23</u>
Notification of Appropriation	Date:	Requisition #:	PO #:	
C & T Form:	Date:	T#:		
Check Requests:	\$	Purpose:	\$	Purpose:
	\$	Purpose:	\$	Purpose:

2023 Engineering Club Event

Title	Rocket Workshop Program
Date	Intro section: 9/21 Workshop: 9/28, 10/5, 10/12, 10/19, 10/26, 11/2 Launch: 11/4, 11/18
Time	Intro section: 7pm - 9pm at Bldg 11-2304 Workshop: 7pm - 9pm at Bldg F7 Makerspace Launch: 6am - 2pm at FAR(Friends of Amateur Rocketry)
Est. Participant	15
Purpose	Introduce engineering students to rocketry, with a series of hands-on workshops, letting students learn engineering in a different way than in class.
Student Learning Outcome	<ul style="list-style-type: none"> – Student will be able to design and build their own High-power rocket – Student will learn basic skills of CAD and flight simulation program – Student will learn basic fabrication and manufacturing skills – Student will be equipped with practical skills and knowledge to excel in STEM field
Event Detail	<ul style="list-style-type: none"> ● Intro Section <ul style="list-style-type: none"> ○ The intro section will introduce the components of a rocket and their purpose and function. It will give students a brief understanding of every part's function and role during a launch. ● Workshop <ul style="list-style-type: none"> ○ We will teach about different steps of making a rocket each week, also teach how different sizes, shapes, materials, and mounting methods will affect the rocket's performance. After students design their own rocket, the workshop will then move to the Mountie MakerSpace. Students will fabricate and assemble their rocket with the equipment at the Makerspace. Students will learn various techniques on Laser cutter, 3D printer, and hand tools.

	<ul style="list-style-type: none"> • Launch <ul style="list-style-type: none"> ○ Students who complete the workshop and finish a rocket can launch it on the launch dates. The first launch for every student will be using an H class motor, students can choose to attempt the NAR Level 1 Certificate if they want to continue with rocketry.
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Budget Breakdown

Item	Quantity	Predicted unit price	Predicted total
Workshop			
<u>Plywood</u>	2	\$34.88	\$69.76
<u>3D printing filament</u>	12	\$10.49	\$125.88
<u>Epoxy 32oz</u>	1	\$73.72	\$73.72
<u>4X36" Cardboard Tube</u>	25	\$2.68	\$67.00
<u>1½X12" Cardboard Tube</u>	50	\$0.68	\$34.05
<u>Eye nut</u>	15	\$7.43	\$111.45
<u>Bolt</u>	25	\$0.30	\$7.39
<u>5/16" Washer</u>	100	\$0.08	\$7.53
<u>Nylon Webbing</u>	200	\$0.50	\$100.00
<u>Swivels</u>	20	\$0.95	\$18.99
<u>Parachute 45in</u>	6	\$25.50	\$153.00
<u>Nomex</u>	3	\$6.99	\$20.97
<u>Rail button</u>	30	\$0.63	\$18.90
<u>Flange nuts</u>	50	\$0.18	\$9.19
Launch			
<u>Rocket motor</u>	30	\$44.99	\$1,349.70
	Total		\$2,167.53
	Student Paying: \$30/person		\$450.00
	Amount Requested		\$1,717.53