Proposed IRA Name: Civil Engineering Design
Department Name: Civil and Environmental Engineering
DEPT ID Number: 110200

Important - Complete this form only if seeking FIRST time recognition.
This proposed budget should demonstrate how IRA funds, if approved, will be utilized. Budget should align with the Purpose and Goals provided in section 4 of the Proposal for New Recognition.

Note: Balances on June 30th in excess of 20% of the year’s allocation may require a written explanation and spending plan. Unexpended balances in excess of the 20% may be subject to transfer to division level accounts.

Complete the detailed expense budget below and on the following pages.

Note the two boxes at the top of each category: "Total" and "Portion to be funded with IRA subsidy". Enter your budget values for "Total" where the boxes are shaded slightly darker than the surrounding cells and are surrounded by a thick box. Boxes surrounded by a thin line and not shaded darker are auto-filled from the detailed entries requested for that category.

All categories require "Portion to be funded with IRA subsidy". These may be the same as or less than the "Total".

Expenditure Guidelines are available on the IRA website at http://www.academicprograms.calpoly.edu/content/IRA/ira_budget_guidelines_032405

**Detailed Expenses - Uses of IRA Funds**

Please provide detailed explanations of planned expenditures. Double click in any box to begin typing.

<table>
<thead>
<tr>
<th>To Program Reserve:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total:</strong></td>
<td>$1,000.00</td>
</tr>
<tr>
<td><strong>Portion to be funded with IRA subsidy:</strong></td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

Explain below why funds will be held in reserve.
Next year the competition is in February, but the following year the competition will be in October. We will need to pay the competition fees in July next year, before the funding for the following year is available. We do not yet know how much the fees will be, but we have been told they will increase. $1000 should cover them.
We will pay a truck driver to haul our equipment to the competition in Seattle. We will pay a salary for 8 hours a day while they are driving, and cover their food and hotel during the drives and their stay in Seattle. Drive pay is shown here, food and lodging is shown as "Other" under travel. We will also use the Mustang 60 lab to build our prototypes. All students must be trained in safety procedures buy a lab tech, and we will be required to pay the lab tech for the instruction time.

<table>
<thead>
<tr>
<th>Who/Description</th>
<th># people</th>
<th># hours</th>
<th>Hourly wage</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td>truck driver - drive truck of supplies to and from competition in Seattle.</td>
<td>1</td>
<td>48</td>
<td>$22.50</td>
<td>$1,080.00</td>
</tr>
<tr>
<td>Lab tech - safety training for students to use production lab</td>
<td>1</td>
<td>3</td>
<td>$17.50</td>
<td>$52.50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages:</td>
<td></td>
<td></td>
<td></td>
<td>$1,132.50</td>
</tr>
<tr>
<td>Portion to be funded with IRA subsidy:</td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Supplies & Services:

<table>
<thead>
<tr>
<th>Item &amp; purpose</th>
<th>Quantity</th>
<th>Cost each</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. steel sheet metal of various sizes and thicknesses</td>
<td>10</td>
<td>$100.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>2. Connection hardware - bolts, rivets, etc</td>
<td>1</td>
<td>$275.00</td>
<td>$275.00</td>
</tr>
<tr>
<td>3. Welding supplies, lot</td>
<td>1</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>4. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>5. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>6. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>7. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>8. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>9. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>10. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>11. Item &amp; purpose</td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Grand Total: $1,575.00

We will need to purchase materials to build the prototypes. We do not yet know exactly how much this will cost; below are estimates based on prior year projects.

Provide below a detailed list of supplies & services and costs for each. Attach additional sheets if necessary.

1. Item & purpose: steel sheet metal of various sizes and thicknesses
   - Quantity: 10
   - Cost each: $100.00
   - Total: $1,000.00

2. Item & purpose: Connection hardware - bolts, rivets, etc
   - Quantity: 1
   - Cost each: $275.00
   - Total: $275.00

3. Item & purpose: Welding supplies, lot
   - Quantity: 1
   - Cost each: $300.00
   - Total: $300.00

4. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

5. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

6. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

7. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

8. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

9. Item & purpose: [Blank]
   - Quantity: [Blank]
   - Cost each: [Blank]
   - Total: $0.00

10. Item & purpose: [Blank]
    - Quantity: [Blank]
    - Cost each: [Blank]
    - Total: $0.00

11. Item & purpose: [Blank]
    - Quantity: [Blank]
    - Cost each: [Blank]
    - Total: $0.00

Portion to be funded with IRA subsidy: $1,575.00

Explain below how these supplies and services support, or will be used for, the activities of this IRA.
**Travel:**

<table>
<thead>
<tr>
<th>Category</th>
<th># people</th>
<th># nights</th>
<th>cost/person/night</th>
<th>Total:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Air Travel:</strong></td>
<td>6</td>
<td></td>
<td>$425.00</td>
<td>$2,550.00</td>
</tr>
<tr>
<td><strong>Personal Car Mileage:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Vehicle Rental:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Transportation Other:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td><strong>Lodging:</strong></td>
<td>6</td>
<td>3</td>
<td>$90.00</td>
<td>$1,620.00</td>
</tr>
<tr>
<td><strong>Food:</strong></td>
<td>6</td>
<td>4</td>
<td>$25.00</td>
<td>$600.00</td>
</tr>
<tr>
<td><strong>Conference Fee:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
<tr>
<td><strong>Conference Fee:</strong></td>
<td></td>
<td></td>
<td></td>
<td>$750.00</td>
</tr>
</tbody>
</table>

**Total:** $7,048.00

**Grand Total:** $7,048.00

Portion to be funded with IRA subsidy: $3,000.00

Explain below who is traveling, what and where they are traveling to, and why. Then provide a brief description for each category, such as, for Personal Car Mileage: "Drive personal car to Fresno and back" or for Vehicle Rental: "Rent 7 person van to drive team to competition in Los Angeles"

- **Air Travel:** student competition team: round trip airfare to Seattle ($425)
  - # people: 6
  - cost per person: $425.00
  - Total: $2,550.00

- **Personal Car Mileage:**
  - # miles: 
  - cost per mile: 
  - Total: $0.00

- **Vehicle Rental:**
  - # vehicles: 
  - # days: 
  - cost per day: 
  - Total: $0.00

- **Transportation Other:**
  - Shuttle bus from airport to hotel and back in Seattle, $20 each way.
  - # people: 6
  - cost per person: $40.00
  - Total: $240.00

- **Lodging:**
  - Conference hotel, 3 students per room
  - # people: 6
  - # nights: 3
  - cost/person/night: $90.00
  - Total: $1,620.00

- **Food:**
  - Students will bring some food from home or shop at a nearby grocery store
  - # people: 6
  - # days: 4
  - cost/person/day: $25.00
  - Total: $600.00

- **Conference Fee:**
  - Conference fee ($100), competition fee ($25)
  - # people: 6
  - cost per person: $125.00
  - Total: $750.00

- **Other:**
  - Parking at SLO airport, 4 days at $12/day - students will car-pool there
  - # people: 1
  - cost per person: $48.00
  - Total: $48.00

- **Other:**
  - Truck driver - 2 nights each way while driving (4 total), 4 nights in Seattle. Estimated at $100 per night for 8 total nights
  - # people: 1
  - cost per person: $800.00
  - Total: $800.00

- **Other:**
  - Truck driver - 8 days of food, estimated at $55/day
  - # people: 1
  - cost per person: $440.00
  - Total: $440.00

- **Other:**
  - # people: 
  - cost per person: 
  - Total: $0.00

Grand Total: $7,048.00
**Expense Budget Summary and Approvals**

<table>
<thead>
<tr>
<th>USES OF FUNDS</th>
<th>Total Uses</th>
<th>IRA Subsidy Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td>To program reserve:</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Salaries &amp; Wages:</td>
<td>$1,132.50</td>
<td>$0.00</td>
</tr>
<tr>
<td>Supplies &amp; Services:</td>
<td>$1,575.00</td>
<td>$1,575.00</td>
</tr>
<tr>
<td>Travel:</td>
<td>$7,048.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>Other:</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total uses of funds:</td>
<td><strong>$10,755.50</strong></td>
<td><strong>$5,575.00</strong></td>
</tr>
</tbody>
</table>

**SOURCES OF FUNDS**

<table>
<thead>
<tr>
<th>2020-21 Projected Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested IRA subsidy:</td>
</tr>
<tr>
<td>College/Department discretionary funds:</td>
</tr>
<tr>
<td>College-based fees:</td>
</tr>
<tr>
<td>*Other (explain below):</td>
</tr>
<tr>
<td>Total sources of funds:</td>
</tr>
</tbody>
</table>

*Provide detailed explanation of "Other" sources of funds.*

We will fundraise to earn money to cover at least half of our travel expenses. We plan to work with a local restaurant for partial proceeds of a dinner and we will reach out to local Civil Engineering firms for support, as well.

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I verify this budget report is accurate and submit this proposal to request funding. **Both Signatures REQUIRED**

---

Terry Johnson  
Proposer / Advisor (print)  
Signature  
Date

Francis Sojourn  
Department Chair/Head or equivalent (print)  
Signature  
Date
Below to be completed during the funding phase in Spring Quarter:

Recommended IRA subsidy: _____________

College Dean / VP Student Affairs / IRAAC co-chair or designate:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Student Council Chair (college) or ASI President (Univ Interest):

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Budget Analyst:

<table>
<thead>
<tr>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

*Signature indicates projected uses of funds are within expenditure guidelines*