• Mandy Bratton, Director
  – OH by appointment, IDEA Center, Jacobs Hall
  – mbratton@eng.ucsd.edu

• Greg Hattemer, Global TIES Fellow
  – OH: Tuesdays 11a-1p, Thursdays 1p-3p, Calit2 6405
  – ghatteme@eng.ucsd.edu

• Barb Donovan, Program Specialist
  – M/W/F in IDEA Center, Jacobs Hall
  – bdonovan@eng.ucsd.edu

Undergraduate Advisers
  Tyler Day             trcday2010@gmail.com
  Kelsey Ellis          kelseyellis12@gmail.com
  Ena Hodzic            enaihodzic@gmail.com
  Matt Murbach          matt.murbach@gmail.com
  Anthony Teresi        jteresi@ucsd.edu
  Jon Wong              j@jnwg.com
• Friday Lecture - 1hr
  – Present relevant topical lectures on humanitarian engineering concepts
  – Provide requisite lab safety training
  – Guest speakers will discuss topics participatory development
• Team meetings - 2hr
  – Discuss progress on agreed upon deliverables and update fellow team members
  – Assign new tasks and deliverables
• Independent/Subteam work - 5hr
  – Address tasks specifically relevant to your area of project responsibility
• Overall commitment ~8hrs/week
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>9/28</td>
<td>Mandy's &quot;Sea Change&quot; - Lecture</td>
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<tr>
<td>1</td>
<td>10/5</td>
<td>Global TIES Intro: Nuts 'n Bolts</td>
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<tr>
<td>2</td>
<td>10/12</td>
<td>EH&amp;S Training</td>
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<tr>
<td>3</td>
<td>10/19</td>
<td>TBA</td>
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<td>4</td>
<td>10/26</td>
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<td>11/2</td>
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<tr>
<td>6</td>
<td>11/9</td>
<td>Final Presentations</td>
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<tr>
<td>7</td>
<td>11/16</td>
<td>Final Presentations</td>
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<tr>
<td>8</td>
<td>11/23</td>
<td>Thanksgiving</td>
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<tr>
<td>9</td>
<td>11/30</td>
<td>Final Presentations</td>
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<tr>
<td>10</td>
<td>12/7</td>
<td>Final Presentations</td>
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</tbody>
</table>
• Required to use Global TIES project lab, WLH 2211
• EH&S will conduct MANDATORY safety training 10/12, 1pm-3pm
  – Location: Qualcomm Conference Room, 1st Floor, Jacobs Hall
  – All new Global TIES students are required to attend
  – Returning students who have not taken EH&S training in past calendar year may renew online
  – Make-up sessions available

Each team member must keep a design notebook:
- Permanently bound
- Pages numbered with an accurate index and contact sheet
- Loose papers securely and permanently attached with glue
- Use ink
- Further guidelines available on TED.ucsd.edu and globalties.ucsd.edu/currentstudents.html
• Global TIES teams receive a budget of $300/quarter
• Teams are required to complete a preliminary budget by October 12 before making any purchase requests.
• There are two parts to this budget:
  – An overall breakdown of projected costs by category
  – More detailed estimates for each category (i.e. Equipment, Hardware, Software, Materials, Travel, etc.)
• Treasurers must keep the budget updated to reflect any changes in the team’s projected expenses as well as all items purchased.
• A final copy of the budget must be included in the quarterly continuity report showing all actual expenditures and state of team finances for the quarter. Teams may also find it advantageous to draft a preliminary budget for the next quarter.
<table>
<thead>
<tr>
<th>Income and Funding</th>
<th>income or funding source</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Global TIES budget</td>
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<td>$300</td>
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<tr>
<td>Funding Source 1</td>
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<td>Funding Source 2</td>
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Total Funding for Project  $300

<table>
<thead>
<tr>
<th>Donated Materials and In-Kind Donations</th>
<th>Item</th>
<th>Estimated Value</th>
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<tbody>
<tr>
<td></td>
<td>Donated Item 1</td>
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<td>Donated Item 2</td>
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<td>In-Kind Service 1</td>
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Total Funding for Project  $0

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<tr>
<th>Expenses (est'd)</th>
<th>Category</th>
<th>Cost</th>
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<td>Equipment/Tools</td>
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<td>Materials and Supplies</td>
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<td>Travel</td>
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<td>Misc.</td>
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Total Project Expense  $0

Total Project Budget  $300
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<th>Item Description</th>
<th>Quote 1</th>
<th>Quote 2</th>
<th>Item Cost</th>
<th>Shipping Cost</th>
<th>Add'tl/Misc. Cost</th>
<th>Item Total Cost</th>
<th>Item Description</th>
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<td>Other Estimated Expenses</td>
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<td><strong>Subtotal Equipment/Tools</strong></td>
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• **Purchase requests are to be made by team Treasurers ONLY!**

• **Step 1.** Go to the form at: [https://spreadsheets.google.com/viewform?formkey=dHBsTDc2TEpCbzNoZDllyREVJSFp2Wnc6MQ](https://spreadsheets.google.com/viewform?formkey=dHBsTDc2TEpCbzNoZDllyREVJSFp2Wnc6MQ) (copy and paste)

• **Step 2.** List the items/materials/supplies to be ordered in the “Description of Purchase” field. Be sure to include a detailed explanation of the need for the purchase in the “Item Rationale” field.

• **Step 3.** Please also enter the total cost for the item including all relevant taxes and shipping fees.

• **Step 4.** Indicate whether the item will be purchased online or in-store.

• **Step 5.** Include either the vendor information OR the URL for the website immediately before checkout.

• **Step 6.** Referencing the up-to-date budget you have kept for the school year-to-date, subtract the total cost of the item to obtain a current budget balance, and enter it in the appropriate field.
• **Step 7.** Enter the name of your faculty advisor and select your team from the drop-down menu.

• **Step 8.** Submit the form. Either Greg Hattemer or Barb Donovan will review your purchase request and notify you via email whether it has been approved or denied.

• **IMPORTANT:**
  – If the purchase is online, following approval Barb Donovan will make the purchase and have it shipped to ESS. You will receive a notification when your purchase arrives.
  – If the purchase is from an offline vendor, following approval YOU will be responsible for making the purchase. You MUST save your receipts and turn in a filled out reimbursement form within 2 weeks. Reimbursement forms are located here: [http://globalties.ucsd.edu/currentstudents.html](http://globalties.ucsd.edu/currentstudents.html)

• **Step 9.** Once your request is approved, be sure to enter the item into the appropriate category of the team quarterly budget and update all totals.
Global TIES Web Purchase Request

This form should be completed by the treasurer designee of each Global TIES Team whenever an online purchase is requested for the team.

* Required

Description of Purchase *
Describe in detail the purchase you are requesting.

Total Transaction Amount *
What is the dollar amount, including tax and shipping (if applicable) of this purchase?

What is the URL for the specific item?
Find the item online and cut and paste the last webpage address before checkout and put it here.

How will the item be purchased?
If in-store, retain your receipt and submit reimbursement form. If online, Barb Donovan will complete the purchase and you will be notified upon arrival.

- In-Store
- Online

Vendor
If this order will NOT be placed online, who is the supplier for your items?

What will your team's cash balance be AFTER this purchase? *
This entry should be less than $500

Faculty Advisor *
Please type in the email address of your faculty advisor.

Global TIES Team Name *
K-12 Environmental Ed

Submit
Webmaster Responsibilities

- An annotated HTML template is available at globalties.ucsd.edu/currentstudents.html
- By Friday, Week 2 (10/12), you will email me (ghatteme@eng.ucsd.edu) with an updated HTML file which includes filled out:
  - Intro
  - Quarter Goals
  - List of sub-teams
  - Project photo
  - Team photo
  - Client Info
  - Body text (1/2-3/4 page summary of project, can be taken from executive summary of continuity report.)
  - Relevant links (project website, client homepage, etc.)
- If you need help editing .html files, please email me and I will assist you.
Array Speaker

OptiPortable Display
Contact: Kelsey Ellis
fundraising@ewb-sandiego.com

$15 / $10 with student ID
enjoy craft beer, wine, and international food
ewbfilmfestival.eventbrite.com