

FUNDING REQUEST FORM

2020-2021

PART 1 - NOTICE & CHECKLIST

IMPORTANT

- All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
- Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
- Deadline for Request for Payment or Purchase Order (RPP) is 15 days after the event.

- CSI EVENT REGISTRATION FORM
 EVENT ESTIMATES / INVOICES (NOT PAID)
 EVENT FLYER WITH ASI LOGO
 REQUIRED SUPPORTING MATERIAL BASED ON PURCHASES/EVENT

PART 2 - CONTACT & ORGANIZATION

OFFICER NAME:
 OFFICER TITLE:
 ADDRESS:
 CITY: STATE: ZIP:
 PHONE: EMAIL:
 SIGNATURE:

CLUB/ORG: Phi Alpha Theta, Eta Xi
 EVENT TITLE: History Teacher Symposium
 DATE(S) OF EVENT: 10/29/20 SEMESTER: FALL
 EVENT LOCATION: Zoom
 TOTAL ATTENDANCE: 50
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 50

DocuSigned by:
Christopher Fennessy
1BBD92F109A64BE...

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO
 BRIEFLY DESCRIBE THE EVENT:
 This will be a symposium with three CSULA alumni with years of teaching experience speaking about their experience teaching history and applying for jobs.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?
 This event will provide a useful venue for students who want to be teachers to learn from the experiences of those in the field. This helps with professional development, networking, and education.

PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Honorarium for Karla Callejas	230
	Honorarium for Juan Garcia	230
	Honorarium for Sara Quesada	

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

PART 5 - EVENT SUMMARY

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

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:
 We are working with the History Department to ensure that our digital marketing will reach all interested students.

OFFICE USE ONLY

STAFF INITIALS
 TIME STAMP:





Event Registration

History Teacher Symposium

[APPROVED]

Submitted By: [REDACTED] on 9/28/2020 7:42:09 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?

Phi Alpha Theta, Eta Xi

Event Name

History Teacher Symposium

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.

50

About the event

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

The History Department and Phi Alpha Theta honor society are hosting the 2020 History Teaching Symposium on October 29th, 2020. We will be inviting three CSULA alumni to present on their experiences as teachers and provide advice for those hoping to be a teacher themselves. Students in the History Teacher Preparation B.A. program will benefit greatly from attendance, but the event is open to all undergraduate and graduate students interesting in pursuing a teaching career. The symposium will incorporate interactive learning activities, advice on how to get a job, examples of incorporating writing skills, and Q&A between our teacher alumni and current students.

The speaking line up is as follows:

Karla Callejas, Flintridge Sacred Heart Academy - "How to get a teaching job"

Juan Garcia, Garfield Senior High School - "Student Engagement"

Sara Quesada, El Monte High School - "Common Core Writing through Social Studies"

Time & Location

Start Date/Time

10/29/2020 - 4:30 PM

End Date/Time

10/29/2020 - 6:00 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://us02web.zoom.us/j/84623925883>

Is a password required to gain access?

No

Do participants need to RSVP?

Yes

How can participants RSVP for this event?

By email

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

Printed Media Upload*

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

[fcb3f15d-0722-4fcb-92cc-f3604a75d10a.docx](#)

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

EDUCATIONAL

LECTURE/SPEAKER

WORKSHOP/SEMINAR

Cover Image

Please select an image that corresponds to your event.



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



Event Guidelines & Resources

Student Organization Event Guidelines

Fall 2020 Event Registration Procedures

The following guidelines are provided for the benefit of the student organization. They are intended to be followed completely. Failure to comply with any of the following guidelines may result in disciplinary action taken against the organization including suspension of recognition, events and use of facilities. More information can be found online in the [Student Organization Handbook](#).

In compliance with [University](#) and [local City and County of Los Angeles](#) guidelines, Cal State LA student organization events and meetings for Fall Semester 2020 **are required to be held in virtual format only**. This applies to the following types of previously held events and activities including but not limited to:

- Social events
- Recruitment events
- New membership intake events and processes
- Information tabling or organizational promotions
- Community service or philanthropic events
- Organization meetings (both officer meetings and general body meetings)
- Workshops, trainings, and speaker events
- Conference, conventions, and retreats

Student organizations are prohibited from holding in-person events, meetings, and activities either on or off campus. In addition, the following **in-person elements will not be approved** for student organization events and as such should be excluded from your planning processes:

- Food for public consumption provided by the organization
- Alcohol consumption or access to alcohol
- Activities that require general release waivers
- Benefits to proceeds/fundraising transactions conducted in person
- On-Campus space and room reservations

Failure to comply with these virtual student organization procedures and requirements could ultimately result in your organization's loss of University recognition and the benefits associated with that status for the remainder of the 2020-2021 Academic Year to be reviewed for Fall 2021. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.

Prior to the start of the Spring 2021 semester, these procedures will be reviewed and updated in accordance with University and Los Angeles city and county of guidelines.

Conduct: The organization assumes full responsibility for the conduct of participants at the event. Any violation of University policy may subject the participants and/or the organization to disciplinary action by the Center for Student Involvement or the [Office of the Dean of Students](#).

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2020 and are provided for reference:

Alcohol: In accordance with [Administrative Procedure 019 - Alcoholic Beverages](#), any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a [Request to Serve Alcoholic Beverages form](#) in addition to this Event Registration Form. Please allow at least 3 weeks for this form to be reviewed by the University. Approved alcohol consumption events and events held where alcohol is available (but will not be consumed) require at least two TiPS certified members and two Sexual Violence Prevention & Resources Trained (SVPT) members to be in attendance of the



Phi Alpha Theta

&

The Department of History

Present

Symposium on Teaching, 2020

**Considering a career in teaching History/Social
Studies in Middle or High School?**

Meet Cal State LA Alumni

When: Thursday, October 29, 4:30-6pm

RSVP to bpflege@calstatela.edu for Zoom Link

Presenters:

Karla Callejas, Flintridge Sacred Heart Academy

“How to get a teaching job”

Juan Garcia, Garfield Senior High School

“Student Engagement”

Sara Quesada, El Monte High School

“Common Core Writing through Social Studies”



