

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: [REDACTED]	CLUB/ORG: Phi Alpha Theta, Eta Xi
OFFICER TITLE: [REDACTED]	EVENT TITLE: History Career Workshop: Public History
ADDRESS: [REDACTED]	DATE(S) OF EVENT: 05/8/2021 SEMESTER: SPRING
CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]	EVENT LOCATION: Zoom
PHONE: [REDACTED] EMAIL: [REDACTED]	TOTAL ATTENDANCE: 20
SIGNATURE: 	EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS? YES NO

BRIEFLY DESCRIBE THE EVENT:

Panelists will provide insight regarding potential career options upon receiving a degree in History. Panelists are Cal State LA alumni who work in libraries and NGOs.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?

Students will get insightful advice on possible career paths in their major, as well as networking opportunities with the department's alumni.

PART 4 - COST BREAKDOWN

HOSPITALITY		HONORARIA / CONTRACTS	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Honorarium for Nicholas Beyelia	100
		Honorarium for Cassandra Hatton	100
		Honorarium for Gabriela Rojas	100
		Honorarium for Collette Salvatierra	100

MARKETING		OTHER	
DESCRIPTION:	AMOUNT:	DESCRIPTION:	AMOUNT:
		Amazon Gift Card Giveaways	50

PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT	450.00	OFFICE USE ONLY
TOTAL REQUESTED FROM ASI	450.00	
AMOUNT FROM OTHER SOURCES	0.0	
WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:		STAFF INITIALS [REDACTED]
We will work with the History Department to advertise the event.		TIME STAMP:





Event Registration

Career Workshop: Public History

[APPROVED]

Submitted By: [REDACTED] on 4/21/2021 4:36:58 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

Career Workshop: Public History

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.

20

About the event

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

Panelists will provide insight regarding potential career options upon receiving a degree in History. Panelists are Cal State LA alumni who work at Los Angeles Public Library, Sotheby, ACLU, Pierce College Libraries.

Time & Location

Start Date/Time

05/08/2021 - 10:30 AM

End Date/Time

05/08/2021 - 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/84152381381>

Is a password required to gain access?

No

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?

Social Media

Social Media Site

Facebook

Instagram

Social Media Handle

@csula_perspectives @calstatelahistory

Printed Media Upload*

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

[e48268e0-78b1-461d-a242-853705b56834.pdf](#)

What other methods of marketing will your organization use?

Department wide email

Who is invited to this event?

Cal State LA Community

Will off-campus media be notified about this event?

No

Tags

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

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 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 and Spring Semesters 2020-2021 **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:



ASSOCIATED STUDENTS, INC.

**THE ACTIVITIES AND OPINIONS PRESENTED ARE NOT
NECESSARILY THOSE OF ASSOCIATED STUDENTS, INC.**

CSULA History Honor's Society, Phi Alpha Theta Presents:
Career Workshop:
Public History Careers

Saturday, May 8th from 10:30AM to 12:00PM

Presenters: Nicholas Beyelia (Los Angeles Public Library);
Cassandra Hatton (Sotheby's); Gabriela Rojas (ACLU); Collette
Salvatierra (Los Angeles City College & Pierce College Libraries).

Panelists will provide insight regarding potential career options upon
receiving a degree in History.

Zoom Link

[https://calstatela.zoom.us/
j/84152381381](https://calstatela.zoom.us/j/84152381381)

Fwd: Career Workshop Invitation

Thu 4/22/2021 10:25 PM

To: [REDACTED]

Sent from my iPhone

Begin forwarded message:

From: Gabriela Rojas <GRojas@aclusocal.org>

Date: April 13, 2021 at 1:28:38 PM PDT

To: [REDACTED]

Subject: RE: Career Workshop Invitation

Hi [REDACTED]! Thanks so much for following up and apologies for my delayed response. This date and time work for me. I echo the last person's response and would prefer to donate my gift card to a student in need.

Gabby Rojas (Pronouns: She/Her/Hers)
Chapter Manager, Organizer
ACLU of Southern California
aclusocal.org || [facebook](https://www.facebook.com/aclusocal) || [twitter](https://twitter.com/aclusocal) || [blog](http://blog.aclusocal.org) || [app](https://itunes.apple.com/us/app/aclu-socal/id1441111111)

“Education without social action is a one-sided value because it has no true power potential.”

– Dr. Martin Luther King Jr.

ACLU SoCal: STAND FOR JUSTICE >> Download our mobile app at mobilejusticeca.org

THIS MESSAGE IS INTENDED ONLY FOR THE USE OF THE INDIVIDUAL OR ENTITY TO WHICH IT IS ADDRESSED AND MAY CONTAIN INFORMATION THAT IS PRIVILEGED, CONFIDENTIAL AND EXEMPT FROM DISCLOSURE UNDER APPLICABLE LAW. IF THE READER OF THIS MESSAGE IS NOT THE INTENDED RECIPIENT OR THE EMPLOYEE OR AGENT RESPONSIBLE FOR DELIVERING THE MESSAGE TO THE INTENDED RECIPIENT, YOU ARE HEREBY NOTIFIED THAT ANY DISSEMINATION, DISTRIBUTION OR COPYING OF THIS COMMUNICATION IS STRICTLY PROHIBITED.

From: [REDACTED]

Sent: Friday, April 9, 2021 9:51 AM

To: Hatton, Cassandra <Cassandra.Hatton@sothebys.com>; Gabriela Rojas <GRojas@aclusocal.org>; Collette Salvatierra <collette.salvatierra@gmail.com>; nbeyelia@lapl.org

Subject: Career Workshop Invitation

Dear Cassandra, Collette, Gabriela, and Nicolas

Fwd: Career Workshop Invitation

Thu 4/22/2021 10:24 PM

To: [REDACTED]

Sent from my iPhone

Begin forwarded message:

From: Collette Salvatierra <collette.salvatierra@gmail.com>
Date: April 12, 2021 at 6:45:37 PM PDT
To: "Pfleger, Birte Britta" <bpflege@exchange.calstatela.edu>
Subject: Re: Career Workshop Invitation

Hi [REDACTED]

The date and time work for me. No need for the gift card, greatly appreciate the gesture but I am happy to speak with fellow history students.

Sincerely,

Collette

On Fri, Apr 9, 2021, 9:51 AM [REDACTED]
<bpflege@exchange.calstatela.edu> wrote:

Dear Cassandra, Collette, Gabriela, and Nicolas

I hope this message finds you well. All four of you are Cal State History alumni with distinguished careers. I've emailed you a while ago about participating a virtual career workshop. Now I'm suggesting Saturday, May 8 from 10:30-noon Pacific Time: each of you would have about 10-15 minutes to present your career path, how your degree/coursework prepared you for career (and any suggestions you have for the department) and any advice you have for current students.

We are working with ASI to be able to offer you a \$100 Amazon gift card.

Please let me know if this day/time works for you.

Thank you so much and I look forward to seeing you soon.

[REDACTED]

Fwd: Career Workshop Invitation

Thu 4/22/2021 10:25 PM

To: [REDACTED]

Sent from my iPhone

Begin forwarded message:

From: "Hatton, Cassandra" <Cassandra.Hatton@sothebys.com>
Date: April 12, 2021 at 6:16:51 PM PDT
To: [REDACTED]
grojas@aclusocal.org, Collette Salvatierra <collette.salvatierra@gmail.com>, nbeyelia@lapl.org
Subject: RE: Career Workshop Invitation

Dear [REDACTED],

This day/time works just fine for me. That is very kind of you to offer a gift card, but really not necessary. Would be happy to have those funds put back toward ASI or whomever else could use them.

Looking forward!

Cassandra Hatton

VP, *Global Head of Department & Senior Specialist*
Science & Popular Culture

Sotheby's 1334 York Avenue, New York, New York 10021

T +1 212 894 2342

Follow me: [Instagram](#) | [Twitter](#)

From: [REDACTED]
Sent: Friday, April 9, 2021 12:51 PM
To: Hatton, Cassandra <Cassandra.Hatton@sothebys.com>; grojas@aclusocal.org; Collette Salvatierra <collette.salvatierra@gmail.com>; nbeyelia@lapl.org
Subject: [EXTERNAL] Career Workshop Invitation

This message originated from outside your organization

Dear Cassandra, Collette, Gabriela, and Nicolas

I hope this message finds you well. All four of you are Cal State History alumni

Re: Public History Workshop

Beyelia, Nicholas <nbeyelia@lapl.org>

Fri 4/23/2021 12:17 PM

[REDACTED]

Mikayla,

Hello. I am confirming that I will be available on the 8th and I will accept the honorarium.

Best,

Nick

On Thu, Apr 22, 2021 at 9:52 PM Aron, Mikayla S <maron@calstatela.edu> wrote:

Hello,

My name is [REDACTED] and I am a graduate assistant for [REDACTED]. Thank you for participating in our upcoming career workshop on 5/8.

For participating, we will gift you \$100 Amazon gift cards as honorariums. Please reply to this email that you accept the honorarium. If you wish to decline it, you can always donate them to our honors society, Phi Alpha Theta, Eta Xi. We'll be happy to send information on how to proceed with the donation.

Thank you,

--

Nicholas Beyelia, Librarian II
History and Genealogy
Los Angeles Public Library
630 W. Fifth St., Los Angeles, CA 90071
213-228-7412
nbeyelia@lapl.org



LOS ANGELES
PUBLIC LIBRARY





Hope you enjoy this Amazon Gift Card!

\$25.00

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\$50

\$75

\$100

\$150

\$

Enter amount

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Email

Text Message

To

Enter an email for each recipient

Max of 999 recipients

From

ASI and Phi Alpha Theta, Eta Xi

Message

Hope you enjoy this Amazon Gift Card!

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Up to a year from today

Qty: 2 gift cards

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