

# 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]  
 OFFICER TITLE: [REDACTED]  
 ADDRESS: [REDACTED]  
 CITY: [REDACTED] STATE: [REDACTED] ZIP: [REDACTED]  
 PHONE: [REDACTED] EMAIL: [REDACTED]  
 SIGNATURE: *Christopher Ferrissay*  
DocuSigned by: 1BBD92F109A64BE...

CLUB/ORG: Phi Alpha Theta, Eta Xi  
 EVENT TITLE: History Career Workshop - MS/HS  
 DATE(S) OF EVENT: 04/29/21 SEMESTER: SPRING  
 EVENT LOCATION: Zoom  
 TOTAL ATTENDANCE: 20  
 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:  
 This event will be a workshop on career paths for History majors, specifically in middle school and high school education, featuring alumni speakers.

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 departments' alumni.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Honorarium for Joann Medrano	100
Honorarium for Sergio Lopez, Jr.	100	
Honorarium for Jeff Evans	100	
Honorarium for Edwin Hurtado	100	

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Amazon Gift Card Giveaways	50

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT **450.00**  
 TOTAL REQUESTED FROM ASI **450.00**  
 AMOUNT FROM OTHER SOURCES **0.0**

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 We will work with the History Department to advertise the event

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]

TIME STAMP: [REDACTED]





Event Update

## History Career Workshop - MS/HS Teaching

**[APPROVED]**

Submitted By: [REDACTED] on 4/6/2021 1:41:35 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 Career Workshop - MS/HS Teaching

### 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.

This event will be a workshop on career paths for History majors, specifically in middle school and high school education. It will feature a panel of alumni with jobs teaching in secondary education, including Joann Medrano (Applied Technology Center High School), Sergio Lopez, Jr. (Alliance Margaret M. Bloomfield High School), Jeff Evans (Redmond High School), and Edwin Hurtado. Each panelist will share their insights on finding jobs in the field, and there will be a Q&A for the entire panel.

We will also have an Amazon gift card giveaway for two lucky students in attendance!

### Time & Location

#### Start Date/Time

04/29/2021 - 4:30 PM

## End Date/Time

04/29/2021 - 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://calstatela.zoom.us/j/84995090036>

## 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?

Email

Social Media

### Social Media Site

Instagram

### Social Media Handle

@phialphathetacsula

### Printed Media Upload\*

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

[1291c6be-fc71-4ef9-96f5-0259db4cb5f7.pdf](#)

### What other methods of marketing will your organization use?

The History Department will assist in publicizing through their email list and the Virtual King Hall Schedule

### 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:

- 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 end 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



**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:  
Middle/High School Teaching

Thursday, April 29<sup>th</sup> from 4:30PM to 6:00PM

Presenters: Jeff Evans (Redmond High School); Edwin Hurtado (Verbum Dei High School); Sergio Lopez Jr. (Alliance Margaret M. Bloomfield High School); & Joann Medrano (Applied Technology Center High School).

All panelists are Cal State LA History Department Alumni. Learn how they succeeded in obtaining their position as well as some of their best teaching practices.

Zoom Link

[https://calstatela.zoom.us/  
j/82100471657](https://calstatela.zoom.us/j/82100471657)



Hope you enjoy this Amazon Gift Card!

\$25.00

Amazon.com Gift Card



Click image to preview

# Amazon.com eGift Card

by Amazon

★★★★★ 560,640 customer ratings

## 1. Gift card design

- Standard
- Animated
- Your Photo/Video

Design: Amazon Logo



## 2. Gift card details

Amount:

Delivery:

To:   
Max of 999 recipients

From:

Message:   
463 characters remaining

Quantity:

Delivery Date:

Qty: 2 gift cards  
\$50.00

or

**Fw: Teacher Workshop**

[REDACTED]  
Wed 3/3/2021 9:45 AM

To: [REDACTED]

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**From:** Jeff Evans [REDACTED] >

**Sent:** Wednesday, March 3, 2021 8:47 AM

**To:** [REDACTED] >

**Subject:** Re: Teacher Workshop

***I, Jeff Evans, Social Studies teacher at Redmond High School, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Jeff Evans***

On Tue, Mar 2, 2021 at 4:09 PM [REDACTED] wrote:

Dear all

Thank you so much for agreeing to participate in our career workshop on middle and high school teaching. We are still trying to secure funding through ASI.  
Please send the following email as a reply to me as soon as possible.

Thank you,  
[REDACTED]

***I, (you name and job title and place of employment) agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Your name***

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**From:** Edwin Hurtado [REDACTED]

**Sent:** Tuesday, March 2, 2021 4:00 PM

**To:** [REDACTED]

**Cc:** Sergio Lopez, Jr. [REDACTED] >; Joann Medrano [REDACTED] >; Jeff Evans [REDACTED]

**Subject:** Re: Teacher Workshop

Hi [REDACTED],

## Fw: Teacher Workshop

Tue 4/6/2021 1:40 PM

To:

**From:** Edwin Hurtado >

**Sent:** Tuesday, March 2, 2021 4:24 PM

**To:**

**Subject:** Re: Teacher Workshop

Dear ,

I, Edwin Hurtado, Teacher at Verbum Dei High School, agree to present at the career workshop on middle and high school teaching hosted by Phi Alpha Theta on Thursday, April 29, from 4:30-6 pm. I accept an honorarium of \$100.

Thank you,  
Edwin Hurtado

On Tue, Mar 2, 2021 at 4:09 PM > wrote:

Dear all

Thank you so much for agreeing to participate in our career workshop on middle and high school teaching. We are still trying to secure funding through ASI. Please send the following email as a reply to me as soon as possible.

Thank you,

***I, (you name and job title and place of employment) agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Your name***

**From:** Edwin Hurtado >

**Sent:** Tuesday, March 2, 2021 4:00 PM

**To:**

**Cc:** Sergio Lopez, Jr.

Joann Medrano >

>; Jeff Evans

**Subject:** Re: Teacher Workshop

## Fw: Teacher Workshop

Tue 3/2/2021 7:14 PM

To:

**From:** Sergio Lopez, Jr.

**Sent:** Tuesday, March 2, 2021 4:24 PM

**To:**

**Subject:** Re: Teacher Workshop

I, Sergio Lopez, Jr., world history teacher at Alliance Margaret M. Bloomfield High School, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.

Thank you,  
Sergio Lopez, Jr.

On Tue, Mar 2, 2021 at 4:09 PM wrote:

Dear all

Thank you so much for agreeing to participate in our career workshop on middle and high school teaching. We are still trying to secure funding through ASI. Please send the following email as a reply to me as soon as possible.

Thank you,

***I, (you name and job title and place of employment) agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Your name***

**From:** Edwin Hurtado

**Sent:** Tuesday, March 2, 2021 4:00 PM

**To:**

**Cc:** Sergio Lopez, Jr.

>; Joann Medrano

>; Jeff Evans

**Subject:** Re: Teacher Workshop

Hi

[REDACTED]

**Fw: Teacher Workshop**

[REDACTED]

Tue 3/2/2021 7:14 PM

To: [REDACTED] >

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**From:** Joann Medrano [REDACTED]  
**Sent:** Tuesday, March 2, 2021 7:04 PM  
**To:** [REDACTED]  
**Subject:** Re: Teacher Workshop

***I, Joann Medrano, social science teacher at Applied Technology Center High School, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Joann Medrano***

On Mar 2, 2021, at 4:09 PM, [REDACTED]  
wrote:

***I, (you name and job title and place of employment) agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Thursday, April 29 from 4:30-6pm. I accept an honorarium of \$100.***

***Thank you,  
Your name***