

# FUNDING REQUEST FORM

2021-2022

## 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: Diana Martinez  
7421C374DA18407...

CLUB/ORG: Phi Alpha Theta  
 EVENT TITLE: Teacher Symposium  
 DATE(S) OF EVENT: 04/25/2022 SEMESTER: FALL  
 EVENT LOCATION: ZOOM  
 TOTAL ATTENDANCE: 20-50  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20-40

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 3 CSULA alumni give short presentations and advice to CSULA students on teaching, credential programs, and advice on how to gain employment after graduation.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This program gives students access to alumni who can provide advice and guidance on their chosen career paths.

## PART 4 - COST BREAKDOWN

| HOSPITALITY | DESCRIPTION: | AMOUNT: |
|-------------|--------------|---------|
|             |              |         |
|             |              |         |
|             |              |         |
|             |              |         |
|             |              |         |

| HONORARIA / CONTRACTS      | DESCRIPTION:           | AMOUNT:  |
|----------------------------|------------------------|----------|
|                            | Speakers of the event. | \$300.00 |
| Amazon gift card giveaway. | \$50.00                |          |
|                            |                        |          |
|                            |                        |          |
|                            |                        |          |

| MARKETING | DESCRIPTION: | AMOUNT: |
|-----------|--------------|---------|
|           |              |         |
|           |              |         |
|           |              |         |
|           |              |         |
|           |              |         |

| OTHER | DESCRIPTION: | AMOUNT: |
|-------|--------------|---------|
|       |              |         |
|       |              |         |
|       |              |         |
|       |              |         |
|       |              |         |

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT **\$350.00**  
 TOTAL REQUESTED FROM ASI **\$350.00**  
 AMOUNT FROM OTHER SOURCES **0.00**  
 WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 N/A

### OFFICE USE ONLY

STAFF INITIALS [REDACTED]  
 TIME STAMP: [REDACTED]





Event Registration

## Teacher Symposium

**[APPROVED]**

Submitted By: [REDACTED] 2:33:07 PM

### Basic Information

Student organizations must complete and submit this form at least 10 business days prior to the event/meeting date. Reservations for on-campus events/meetings 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

Teacher Symposium

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

### About the event

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

This event will allow History majors to learn about the career path in history education. The event will feature three Cal State LA alumni who are teachers. They will share their experiences working and job searching. After, there will be a Q&A session.

### Time & Location

Events/meetings that repeat or occur on non-consecutive dates will need to be registered separately per each date, (e.g. if you plan on having a meeting on multiple days in the month). For more information on how to repeat registered events check out this [Presence guide](#)

### Start Date/Time

04/25/2022 - 6:00 PM

## End Date/Time

04/25/2022 - 7:30 PM

## What format will this event/meeting use?

Hybrid events and meetings are defined as a mixture of in-person events/meetings with a virtual component usually running simultaneously and with overlapping content and interactive elements.

Virtual

## Where will the virtual event/meeting take place?

What online platform will this event/meeting use to host the event?

Zoom

## Do participants need to RSVP?

No

## Event/Meeting Virtual Link and/or In-Person Location

For virtual event/meetings, please enter the link where attendees can access the event/meeting.

For in-person on-campus events/meetings please add the room information where you'll be hosting.

For in-person off-campus events/meetings please add the full address of the venue.

For hybrid events/meetings please enter both the link and the in-person location.

<https://calstatela.zoom.us/j/82029645385?pwd=bFBPRzBPN0VPNG0yS3dqdHZrL1Y5QT09>

## 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 Email

Provide the advisor's Cal State LA email address.

[REDACTED]

## Organization Advisor Name

Please provide the name of the student organization advisor.

[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

Facebook

Instagram

### Social Media Handle

@phialphathetacsula

### Marketing Media Upload\*

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

[d1267edc-b23e-4ef5-9e17-1db4b4d54e0a.png](#)

### 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, for Fall 2021 organization meetings and tabling must also be registered.  
Educational Workshop/Program

### Planned Activities

Will your event have any of the following activities? The University's General Release will be required for certain activities.  
Not Applicable

### Will the event have security?

No

### 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?

Student organizations must purchase the viewing rights or obtain permission from the owner of the movie in order to show movies at student organization events.

No

## Acknowledgment

### Hybrid Event/Meeting Check-in Data Collection and Contact Tracing

Student organizations are **required to check-in** all Cal State LA student attendees at on-campus hybrid events/meetings held indoors via the Presence Checkpoint app at the event. This is mandatory for all student organizations hosting events/meetings in-person or with in-person components. For more information on how to use this feature and meet this requirement, students should refer to the [Presence Guide to Event Check-in](#).

Guests (anyone other than a Cal State LA Student) at indoor hybrid events/meetings **cannot check-in through the Presence Checkpoint app and are required to check-in** through the [Cal State LA Student organization Event Guest Check-in Form](#). Guests must successfully complete the [COVID19 Health Self-Screening](#) prior to entering an event.

Participant and/or guests data collection for outdoor events is not required for attendees but is required for student event coordinators (including students who table for the organization and who will be present throughout the duration of the outdoor event/meeting) through the Presence Checkpoint app.

Attendance recordkeeping must be updated within 24 hours of the conclusion of the meeting or event.

**Failure to check-in all event/meeting attendees can result in the student organization's revocation in their ability to host events and can ultimately affect their student organization recognition and the benefits associated with that status.**

**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

#### 2021-2022 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 2021-2022 **can be held in virtual, in-person, or hybrid modes**. This applies to the following types of previously held events and activities including but not limited to:

- Meetings
- Tabling
- 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 (virtual only)

While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, 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
- Student Organization In-Person Travel, including but not limited to organization members traveling internationally or domestically for:
  - Professional or Organizational meetings and conferences
  - Retreats
  - Competitions

These event restrictions will be revisited prior to the end of fall semester and will be adjusted as needed based on updated University, state, city, and county regulations.

**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 2021-2022 Academic Year to be reviewed for Fall 2022. Furthermore, confirmed student organization procedure violations, including but not limited to event registration, may ultimately lead to individual student conduct proceedings.**

**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](#)

**Fw: Teacher Symposium April 25 at 6pm**

Cohen, Julie T &lt;Julie.Cohen6@calstatela.edu&gt;

Wed 3/16/2022 8:43 AM

[REDACTED]

See Danny Barocio's acceptance below.

Julie Cohen, PhD  
Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

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**From:** Danny Barocio <dbarocio@gusd.net>  
**Sent:** Tuesday, March 15, 2022 3:50 PM  
**To:** Cohen, Julie T <Julie.Cohen6@calstatela.edu>  
**Subject:** Re: Teacher Symposium April 25 at 6pm

Hi Dr. Cohen

I Danny Barocio accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on April 25 at 6:00 pm.

Thank you.

Best,

Danny Barocio

On Tue, Mar 15, 2022 at 3:48 PM Cohen, Julie T <[Julie.Cohen6@calstatela.edu](mailto:Julie.Cohen6@calstatela.edu)> wrote:

Hi Danny and Jan,

Just following up. I am told we need your official acceptances by March 18 for the Teacher Symposium . Can you please send when you get a second today?

Just cut, paste and fill in your name:

I [your name] accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on April 25 at 6:00 pm.

Thanks!

Best,  
Julie

Julie Cohen, PhD

Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

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**From:** Cohen, Julie T

**Sent:** Tuesday, March 1, 2022 9:06 AM

**To:** Danny Barocio <[dbarocio@gusd.net](mailto:dbarocio@gusd.net)>; [dawurang@hotmail.com](mailto:dawurang@hotmail.com) <[dawurang@hotmail.com](mailto:dawurang@hotmail.com)>;  
Olsar, Jan <[jolsar@calstatela.edu](mailto:jolsar@calstatela.edu)>

**Cc:** Pflieger, Birte Britta <[bpflege@exchange.calstatela.edu](mailto:bpflege@exchange.calstatela.edu)>

**Subject:** Teacher Symposium April 25 at 6pm

Hi Danny, Daniel and Jan.

I am so thrilled to hear that you will be able to participate in this year's Teacher Symposium on April 25.

I am the current instructor for HIST 3085, the Early Field Experience in History course, and we have a great group of students who are looking forward to meeting with you. The symposium will take place at 6pm via Zoom. I will be sending along more information as the event gets closer. In the meantime, please reply to me your official RSPV so that I get the process started for you to receive your honorarium. You can simply cut/paste the following and insert your name in your reply:

I, ....., accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Date, time.

Hope you are all having a wonderful year thus far, and I look forward to meeting you all.

Best,

Julie Cohen, PhD  
Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

--  
**Mr. Danny Barocio**  
**7th Grade World History Teacher**  
**6th Grade Social Studies Teacher**  
*Woodrow Wilson Middle School*  
*1221 Monterey Road,*  
*Glendale, CA 91206*  
*818-244-8145*  
[dbarocio@gusd.net](mailto:dbarocio@gusd.net)

*Confidentiality Notice: This communication and any documents, files or previous e-mail messages attached to it constitute an electronic communication within the scope of the Electronic Communications Privacy Act, 18 ISCA 2510. This communication may contain non-public, confidential or legally privileged information intended for the sole use of the designated recipient(s). The unlawful interception, use or disclosure of such information is strictly prohibited under 18 USCA 2511 and any applicable laws.*

**Fw: Teacher Symposium April 25 at 6pm**

Cohen, Julie T <Julie.Cohen6@calstatela.edu>

Mon 3/21/2022 9:18 AM

[REDACTED]  
I believe this is the last one!

Julie Cohen, PhD  
Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

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**From:** Olsar, Jan <jolsar@calstatela.edu>  
**Sent:** Friday, March 18, 2022 7:49 PM  
**To:** Cohen, Julie T <Julie.Cohen6@calstatela.edu>  
**Subject:** Re: Teacher Symposium April 25 at 6pm

Dear Julie,

I am happy to participate and confirm.

I, Jan Olsar, accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on April 25 at 6:00 pm.

Thank you.

Sincerely,

Jan Olsar

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**From:** Cohen, Julie T <Julie.Cohen6@calstatela.edu>  
**Sent:** Tuesday, March 15, 2022 3:48 PM  
**To:** Danny Barocio <dbarocio@gusd.net>; Olsar, Jan <jolsar@calstatela.edu>  
**Subject:** Re: Teacher Symposium April 25 at 6pm

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Julie

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Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

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**Sent:** Tuesday, March 1, 2022 9:06 AM  
**To:** Danny Barocio <dbarocio@gusd.net>; dawurang@hotmail.com <dawurang@hotmail.com>; Olsar, Jan <jolsar@calstatela.edu>  
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Hope you are all having a wonderful year thus far, and I look forward to meeting you all.

Best,

Julie Cohen, PhD  
Lecturer, Department of History, Cal State LA  
Research Affiliate, Center for Study of Women, UCLA

**From:** Daniel W <dawurang@hotmail.com>

**Sent:** Saturday, March 5, 2022 9:30 PM

**To:** Cohen, Julie T <Julie.Cohen6@calstatela.edu>; Danny Barocio <dbarocio@gusd.net>; Olsar, Jan <jolsar@calstatela.edu>

**Cc:** Pflieger, Birte Britta <bpflege@exchange.calstatela.edu>

**Subject:** Re: Teacher Symposium April 25 at 6pm

Hi Dr. Cohen, I Daniel Wurangian, accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on April 25 at 6:00 pm.

I look forward to seeing you all soon too.

-Daniel

Get [Outlook for Android](#)

^ Hide message history



Hope you enjoy this Amazon Gift Card!

**\$25.00**

Amazon.com Gift Card



Click image to preview

# Amazon.com eGift Card

by Amazon

★★★★★ ~ 656,776 customer ratings

## 1. Gift card design

Standard

Animated

Your Photo/Video

Design: Amazon Logo



See more

## 2. Gift card details

Amount

\$25

\$50

\$75

\$100

\$150

\$

Enter amount

Delivery

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!

463 characters remaining

Quantity

2

Delivery Date



Now

Up to a year from today

Qty: 2 gift cards

**\$50.00**

Add to cart

or

Buy Now

Add to List



**ASSOCIATED STUDENTS, INC.**

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

**PHI ALPHA THETA PRESENTS:  
TEACHER SYMPOSIUM**

**Do you want to teach? Meet Cal State  
LA alumni to get their advice!**

Featuring:  
Jan Olsar

Danny Barocio

Daniel Wurangian

**Monday , April 25 6:00PM**

Message us for the zoom link!