

# FUNDING REQUEST FORM

## PART 1 - NOTICE & CHECKLIST

IMPORTANT

1. All Funding Request Packets must be submitted by 12 PM Friday, the week before the Funding Sub-Committee Meetings.
2. Funding Request Packets must be turned in no less than 5 business days (1 week) prior to the event.
3. 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: \_\_\_\_\_

CLUB/ORG: Phi Alpha Theta, Eta Xi  
 EVENT TITLE: Teaching Symposium  
 DATE(S) OF EVENT: 10/27/23 SEMESTER: FALL  
 EVENT LOCATION: Zoom  
 TOTAL ATTENDANCE: 25  
 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:  
 The event will feature three Cal State LA alumni who are teachers and principals. They will share their experiences working and job searching.

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This event will allow History majors to learn about the career path in History education.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Danny Barocio, Teacher	\$100
	Mikayla Suarez, Teacher	\$100
	Juan L. Garcia, Teacher	\$100

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:
	Amazon Gift Card Giveaway	\$25
	Amazon Gift Card Giveaway	\$25

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$350  
 TOTAL REQUESTED FROM ASI \$350  
 AMOUNT FROM OTHER SOURCES \_\_\_\_\_

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 We will advertise this event through the Phi Alpha Theta (email) newsletter and the social media channels (@phialphathetacsula)

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_

TIME STAMP: \_\_\_\_\_



Event Registration

## Teaching Symposium, 2023

Submitted By: [REDACTED]

**[APPROVED]**

### 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

Teaching Symposium, 2023

### Estimated Attendance

Please describe the estimated attendance of participants for this event.

25

### About the event

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

This event will be a symposium featuring Cal State LA alumni who are now teachers. They will present on their respective professional trajectories and offer advice to aspiring History teachers and Cal State LA students.

### Time & Location

Submitting this form DOES NOT reserve the space. Please visit the resources at the bottom of this form to submit the appropriate reservation request.

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

10/27/2023 - 4:30 PM

## End Date/Time

10/27/2023 - 6:00 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

## How can participants RSVP for this event?

Online

## Do participants need to RSVP?

Yes

## RSVP Link

Requires http:// or https://

<https://calstatela.zoom.us/meeting/register/tZUvc-2grTojEtdjkbxpyGQshBIT9nqpSLN5>

## 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/meeting/register/tZUvc-2grTojEtdjkbxpyGQshBIT9nqpSLN5>

## 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.

██████████

## Officer Contact Phone Number

██████████

## 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. Your advisor must be listed in Presence on your roster as the advisor.

[REDACTED]

## Marketing

No publicity may be distributed or posted online or in person until this form has been submitted and approved. All publicity material must comply with University Administrative Procedures AP P003 and AP P007.

### How do you plan on marketing this event?

Social Media

### Social Media Site

Instagram

### Social Media Handle

<https://www.instagram.com/phialphathetacsula/?hl=en>

### Marketing Media Upload\*

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

[60979873-e114-4587-b03c-d58b33afeabf.png](#)

### Who is invited to this event?

Cal State LA Community

### Will off-campus media be notified about this event?

No

### Would you like your graphic to be printed and displayed in the U-SU 2nd floor display cases?

No

## Tags

Students can filter events by tags. You may choose multiple tags for a single event.

CAREER/PROFESSIONAL DEVELOPMENT

CONFERENCE

LECTURE/SPEAKER

## Cover Image

Please select an image that corresponds to your event. This will be the image visible on Presence. It CAN be your event flyer, but does not have to be.



Phi Alpha Theta

&

The Department of History

Present

## Symposium on Teaching, 2023

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

Meet Cal State LA Alumni

When: Friday, October 27, 4:30-6pm

### Presenters:

Danny Barocio, Woodrow Wilson Middle School

*"Best Practice: Literacy in Social Science"*

Mikayla Suarez, Bernstein High School

*"Teaching Ethnic Studies"*

Juan Garcia, Garfield Senior High School

*"Student Engagement"*



## Event Details

### Event Category

Please select any of the categories above that best describe your event. Note organization meetings and tabling must also be registered.

Conference/Convention/Meeting Attendance

Guest Speaker(s)

## 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

## Please list the name(s) of your invited guest speaker(s).

Danny Barocio, Mikayla Suarez, Juan Garcia

## Will food be served at the event?

Food may be served at indoor and outdoor events, so long as the appropriate approval is received via the Temporary Food Permit.

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 via email [asivcf@calstatela.edu](mailto:asivcf@calstatela.edu) 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. Additional information about this policy can be found here in the student org handbook.

No

Alcohol

## Does your organization plan on serving alcohol at this event?

No

Will the event be held in a restaurant/venue where alcohol is sold/served but will not be a part of your event?

No

### Acknowledgment

As an officer of this organization, I will take responsibility to ensure that the event that 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.

I understand that submitting this form does not guarantee my event will be approved. I must reserve space with the appropriate venue, submitting this form does not reserve the space.

Signature Pad Field

A handwritten signature in black ink, appearing to read "R. King", is written on a signature pad.

**Scroll up to submit this form.**

### Event Guidelines & Resources

#### Student Organization Event Guidelines

##### 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](#) guidelines, Cal State LA student organization events and meetings **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

**Fw: Teaching symposium Phi Alpha Theta honorarium**

Wed 9/27/2023 3:48 PM

To: Maldonado, Amanda <amaldo95@calstatela.edu>

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

**Sent:** Wednesday, September 27, 2023 10:00 AM

**To:** Coronado, Robert <rcoron30@calstatela.edu>; Dominic Sheehan <domsheehan33@gmail.com>; Parada, Valeria <vparada8@calstatela.edu>; Hunt, Marjorie <mhunt8@calstatela.edu>; Brown, Monay D <mbrown24@calstatela.edu>

**Subject:** Fw: Teaching symposium

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**From:** Danny Barocio <dbarocio@gusd.net>

**Sent:** Tuesday, September 5, 2023 9:02 PM

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

**Subject:** Re: Teaching symposium

I, Danny Barocio agree to accept a \$100 Amazon electronic gift card for participating in the Teaching Symposium on Friday, October 27 from 4:30-6pm, hosted via Zoom by Phi Alpha Theta and the History Department.

On Mon, Sep 4, 2023 at 2:46 PM Pflieger, Birte Britta <bpflege@exchange.calstatela.edu> wrote:

Dear Mikayla, Danny, and Juan,

thank you so much for making time to present at our Teaching Symposium on Friday, October 27 from 4:30-6pm.

Here is a google slide file [Danny and Juan used a couple of years ago](#). Mikayla might remember it because she helped to get funding... 😊

**Please respond to this email with the following:**

I, [ your name] agree to accept a \$100 Amazon electronic gift card for participating in the Teaching Symposium on Friday, October 27 from 4:30-6pm, hosted via Zoom by Phi Alpha Theta and the History Department.

Thank you,

b

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**From:** Pflieger, Birte Britta

**Sent:** Wednesday, August 30, 2023 2:18 PM

**To:** Mikayla Aron <mikaylasaron@gmail.com>; Danny Barocio <dbarocio@gusd.net>; Juan Garcia <juan.l.garcia@lausd.net>

**Cc:** Endy, Christopher <cendy@exchange.calstatela.edu>

**Subject:** Teaching symposium

Dear Mikayla, Danny, and Juan:

I hope your school year is off to a great start. Dr. Endy and I are hoping you will share your experiences and expertise with our students in HIST 3085 and 4960. This virtual meeting is tentatively scheduled for Friday November 29 from 4:30-6pm.

First, would you be willing to present? Second, does the proposed date/time work for you?

As in the past, we're asking ASI for funding and hope to offer each of you a \$100 Amazon gift card.

Thank you for your consideration.

Best wishes,

Birte

Birte Pflieger, PhD (she, her)

Professor

Department of History

California State University Los Angeles

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**Mr. Danny Barocio**

**7th Grade World History Teacher**

**We Belong Together (WEB) Teacher**

*Woodrow Wilson Middle School*

*1221 Monterey Road,*

*Glendale, CA 91206*



Fw: Teaching symposium Phi Alpha Theta honorarium backup

Wed 9/27/2023 3:46 PM

To: Maldonado, Amanda <amaldo95@calstatela.edu>

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**From:** Pflieger, Birte Britta <bpflige@exchange.calstatela.edu>

**Sent:** Wednesday, September 27, 2023 9:59 AM

**To:** Coronado, Robert <rcoron30@calstatela.edu>; Hunt, Marjorie <mhunt8@calstatela.edu>; Dominic Sheehan <domsheehan33@gmail.com>; Brown, Monay D <mbrown24@calstatela.edu>; Parada, Valeria <vparada8@calstatela.edu>

**Subject:** Fw: Teaching symposium

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**From:** Mikayla Aron <mikaylasaron@gmail.com>

**Sent:** Wednesday, September 6, 2023 5:20 PM

**To:** Pflieger, Birte Britta <bpflige@exchange.calstatela.edu>

**Cc:** Danny Barocio <dbarocio@gusd.net>; Juan Garcia <juan.l.garcia@lausd.net>; Endy, Christopher <cendy@exchange.calstatela.edu>

**Subject:** Re: Teaching symposium

Time flies by! Seems like it was yesterday that I was gathering these statements for ASI!

I, Mikayla Aron, agree to accept a \$100 Amazon electronic gift card for participating in the Teaching Symposium on Friday, October 27 from 4:30-6pm, hosted via Zoom by Phi Alpha Theta and the History Department.

On Sep 4, 2023, at 2:45 PM, Pflieger, Birte Britta <bpflige@exchange.calstatela.edu> wrote:

Dear Mikayla, Danny, and Juan,

thank you so much for making time to present at our Teaching Symposium on Friday, October 27 from 4:30-6pm.

Here is a google slide file [Danny and Juan used a couple of years ago](#). Mikayla might remember it because she helped to get funding... 😊

**Please respond to this email with the following:**

I, [ you name] agree to accept a \$100 Amazon electronic gift card for participating in the Teaching Symposium on Friday, October 27 from 4:30-6pm, hosted via Zoom by Phi Alpha Theta and the History Department.

Thank you,

b

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**From:** Pflieger, Birte Britta

**Sent:** Wednesday, August 30, 2023 2:18 PM

**To:** Mikayla Aron <mikaylasaron@gmail.com>; Danny Barocio <dbarocio@gusd.net>; Juan Garcia <juan.l.garcia@lausd.net>

**Cc:** Endy, Christopher <cendy@exchange.calstatela.edu>

**Subject:** Teaching symposium

Dear Mikayla, Danny, and Juan:

I hope your school year is off to a great start. Dr. Endy and I are hoping you will share your experiences and expertise with our students in HIST 3085 and 4960. This virtual meeting is tentatively scheduled for Friday November 29 from 4:30-6pm.

First, would you be willing to present? Second, does the proposed date/time work for you?

As in the past, we're asking ASI for funding and hope to offer each of you a \$100 Amazon gift card.

Thank you for your consideration.

Best wishes,

Birte

Birte Pflieger, PhD (she, her)

Professor

Department of History

California State University Los Angeles

## Fw: Message for ASI Honorarium Backup Phi Alpha Theta

Wed 9/27/2023 3:45 PM

To: Maldonado, Amanda <amaldo95@calstatela.edu>

Cc: Pflieger, Birte Britta <bpflege@exchange.calstatela.edu>; Sheehan, Dominic <domeehee@calstatela.edu>; Brown, Monay D <mbrown24@calstatela.edu>; Hunt, Marjorie <mhunt8@calstatela.edu>; Parada, Valeria <vparada8@calstatela.edu>

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

**Sent:** Wednesday, September 27, 2023 10:01 AM

**To:** Coronado, Robert <rcoron30@calstatela.edu>; Dominic Sheehan <domeehee33@gmail.com>; Hunt, Marjorie <mhunt8@calstatela.edu>; Parada, Valeria <vparada8@calstatela.edu>; Brown, Monay D <mbrown24@calstatela.edu>

**Subject:** Fw: Message for ASI

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**From:** Garcia, Juan <juan.l.garcia@lausd.net>

**Sent:** Tuesday, September 5, 2023 10:36 PM

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

**Subject:** Re: Message for ASI

I, Juan L. Garcia agree to accept a \$100 Amazon electronic gift card for participating in the Teaching Symposium on Friday, October 27 from 4:30-6pm, hosted via Zoom by Phi Alpha Theta and the History Department.

Thank you,

Juan L. Garcia

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

**Sent:** Tuesday, September 5, 2023 10:11 PM

**To:** Garcia, Juan <juan.l.garcia@lausd.net>

**Subject:** Message for ASI

CAUTION: EXTERNAL EMAIL

Hello Juan,

Thank you for confirming your availability for October 27. Would you please respond with the sentence about accepting a \$100 Amazon gift card? We need that to get funding from ASI.

Thanks

Birte

Birte Pflieger, PhD (she, her)

Professor

Department of History

California State University Los Angeles

Prime Big Deal Days  
Get Up to 20% off select gift cards  
Shop gift cards



Hope you enjoy this Amazon Gift Card!

\$25.00

Amazon.com Gift Card



Click image to preview

## Amazon.com eGift Card

by Amazon

★★★★★ 872,666 customer ratings

### 1. Gift card design

Standard   Animated   Your Photo/Video

Design: Yay Gift Card



### 2. Enter your gift card details

This Gift Card can only be used to purchase eligible goods and services available on Amazon.com, and cannot be used on Amazon websites in other countries.

Amount  \$50 \$75 \$100 \$150 \$200 \$ Enter amount

Delivery  Email  Text Message

Qty: 1 gift card  
\$25.00

or



Phi Alpha Theta

&

The Department of History

Present

# Symposium on Teaching, 2023

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

Meet Cal State LA Alumni

When: Friday, October 27, 4:30-6pm

Presenters:

Danny Barocio, Woodrow Wilson Middle School  
*"Best Practice: Literacy in Social Science"*

Mikayla Suarez, Bernstein High School  
*"Teaching Ethnic Studies"*

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

Zoom link:

<https://calstatela.zoom.us/meeting/register/tZUvc-2grTojEtdjkbxpyGQshBIT9nqpSLN5>

