

# 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: Symposium On Teaching, 2024  
 DATE(S) OF EVENT: 10/29/2024 SEMESTER: FALL  
 EVENT LOCATION: Virtual - 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:  
 Symposium with three (3) former CSULA students and PAT board members who will discuss and answer questions about their career path and opportunities

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 All students in attendance will gain valuable, career relevant advice and guidance regarding their pursuit of a future in the teaching field

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Speaker 1 - check	\$100
	Speaker 2 - check	\$100
	Speaker 3 - check	\$100

MARKETING	DESCRIPTION:	AMOUNT:

OTHER	DESCRIPTION:	AMOUNT:

## PART 5 - EVENT SUMMARY

TOTAL COST OF THE EVENT \$300  
 TOTAL REQUESTED FROM ASI \$300  
 AMOUNT FROM OTHER SOURCES \_\_\_\_\_

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

### OFFICE USE ONLY

STAFF INITIALS \_\_\_\_\_  
 TIME STAMP: \_\_\_\_\_



Event Registration

## Symposium On Teaching 2024

**[APPROVED]**

### Event Tiers and Deadlines

CSI has established event tiers intended to support student organization leaders in identifying the appropriate deadlines to submit event registration forms on Presence to ensure that the student organization advisor, the Center for Student Involvement, and the appropriate space reservations departments have time to review and approve the form.

Note: If applying to ASI for funding for an event, you must ensure to submit your event registration to follow the above deadlines AND that meets the ASI funding deadlines

Reservations for space must be made after the registration is approved. Your space is NOT automatically reserved for you. For full details about each tier and the types of events to correspond please visit the [Student Organization Handbook](#).

1. Tier 1 - Submitted at least **15 business days** in advance: General Meetings & Outdoor Tabling
2. Tier 2 - Submitted at least **20 business days** in advance: Events may include food, amplified sound, external vendors, sales, film/tv screenings
3. Tier 3 - Submitted at least **20 business days** in advance: Events may include recreational activities or other activities that require general release waivers from participants
4. Tier 4 - Submitted at least **20 business days** in advance: Travel off-campus or off-campus fundraisers
5. Tier 5 - Submitted at least **30 business days** in advance: Events include those with the intent to serve alcohol and hosting conferences or competitions of greater than 100 participants

Your event registration will be reviewed and approved based on these tiers and the required timeline.

### Event Information

**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

Symposium On Teaching 2024

#### Estimated Attendance

Please describe the estimated attendance of participants for this event.

20

### Event Description

**Event description - Note that the information typed in the "about the event" field will be visible on**

## Presence to all students.

### About the event

Open to all Cal State LA students. Phi Alpha Theta and the History Department are hosting a symposium featuring three Cal-State LA alumni who are now teaching history to high school students. Each presenter will cover a different topic and will be available for questions afterward. This will be a great opportunity for students to learn about career opportunities in the teaching field.

### 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

10/29/2024 - 6:00 PM

### End Date/Time

10/29/2024 - 7:30 PM

### Set Up and Clean Up Time Frame

Please add the full time frame you will be reserving the event venue including any set-up and clean-up time. If there is no additional time needed enter the exact event time frame.

Note that the U-SU does not reserve space past 9:30pm M-Th, or 7:30 F.

6:00pm - 7:30pm

### 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/83999111404>

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

[REDACTED]

### Collaborations

If this event is a collaboration with either on or off campus organization, please describe in detail the nature of the collaboration.

#### Are you collaborating with either an on-campus or off-campus organization?

Yes

#### What organization/department are you collaborating with? Please describe whether they are on- or off-campus organizations/departments and what their role is in this event.

CSULA History Department. On campus department. They will be promoting the event to history majors and students in general. Students from 3085 and 4060, all future teachers, will benefit from the event.

#### Who initiated the conversation on collaborating on the event?

Phi Alpha Theta

**How will your club be involved on the day of the event? Please describe the specific roles and responsibilities your club will be in charge of.**

Many PAT members will be attending. Two of the presenters were former board members of PAT.

**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**

phialphathetacsula

**Marketing Media Upload\***

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

[393ff8b0-cb1d-4f26-baa6-775dc39953b8.jpg](#)

**Who is invited to this event?**

Student organization members

Cal State LA Community

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

No

**U-SU Student Organization Display Case**

Student Organizations may request flyers be posted to the U-SU Bulletin boards on the 2nd floor of the U-SU.

Flyers must be submitted as 8.5x11 PDF files with a minimum of 300 dpi resolution

Event Flyers must include: host organization name or logo and Event details (name, location, time – or where they can find updates)

Due to limited space in display cases, CSI and Graffix reserve the right to limit the time frame in which a graphic is on display. Graphics will be printed and displayed on a first come first served basis, if there is insufficient space, a graphic may not be posted despite meeting the outlined requirements.

Submit your graphic to be printed and displayed on the "U-SU Display Case Request" Form found here:

<https://calstatela.presence.io/form/u-su-display-case-request>

**Tags**

CAREER/PROFESSIONAL DEVELOPMENT

EDUCATIONAL

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, 2024**

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

**Meet Cal State LA Alumni**

**When: Tuesday, October 29, 6- 7:30 pm, Zoom**

**Presenters:**

**Claudio Seañez, South Hills High School:** “Classroom Cultures:  
Teaching Sensitive Topics and Promoting Inclusion”

**Mikayla Aron, Helen Bernstein High School:** “Teaching  
Newcomers: Curriculum and Language Development”

**Edwin Hurtado, Cristo Rey High School:** “Student Engagement  
and Literacy in the Social Sciences”

**Zoom link:** <https://calstatela.zoom.us/j/83999111404>



Event Details

### Event Category

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

Educational Workshop/Program

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).

Claudio Seañez, Edwin Hurtado, Mikayla Aron

### 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

## Funding

### What funding source is being used for this event?

Organizations may apply for ASI funding and use existing funds for 1 event. Mark all options that apply.

Only organizations with approved exemptions may bank off campus. All others must bank through ASI.

ASI funding (new request for funds)

For more information on Recognized Student Organization Funding and Banking please visit: <https://asicalstatela.org/recognized-student-organizations>. For any other questions contact the Vice President for Finance via email [asivpf@calstatela.edu](mailto:asivpf@calstatela.edu) by calling 323-343-4778.

### Will the event have an admission charge or registration fee? (Mark "ticket/audience participation fee under fundraiser)

No

### Fundraising (Proceeds to Benefit)

Fundraiser (Proceeds to Benefit)

### Type of Fundraising Activity

Please mark the most appropriate type of activity that corresponds with your event.

No Fundraising Activity

### Will a movie/show 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. <https://www.calstatela.edu/studentservices/special-events-and-risk-assessment-planning-and-support>

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?

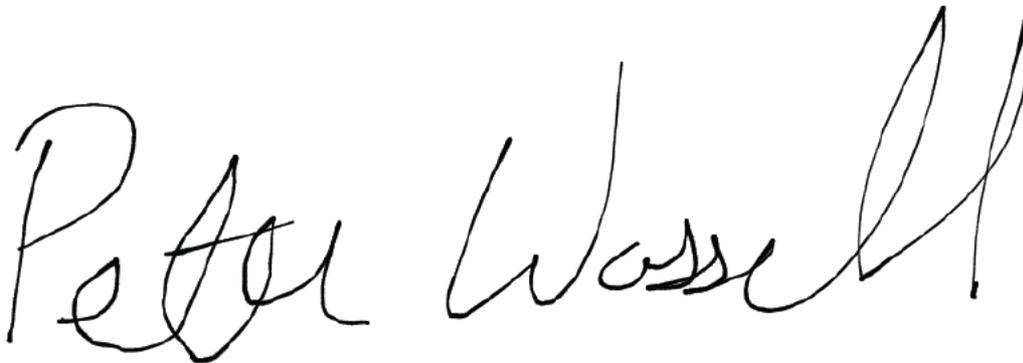
No

## 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 that reads "Peter Wassell". The signature is written in a cursive style with a large initial "P" and a long, sweeping underline.

**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**



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**Fw: Policy change, need confirmation that you will accept check**

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[REDACTED]  
Date Wed 10/16/2024 1:47 PM  
[REDACTED]

Speaker one email confirmation of check acceptance.

[REDACTED]  
Professor  
History Department  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
[calstatela.edu](http://calstatela.edu) | *Pushing Boundaries*

<https://www.bloomsbury.com/us/childhood-and-modernity-in-cold-war-mexico-city-9781350127753/>

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**From:** Claudio Seanez [REDACTED]  
**Sent:** Wednesday, October 16, 2024 11:45 AM  
[REDACTED]  
**Subject:** Re: Policy change, need confirmation that you will accept check

Professor, I accept.

Claudio Seanez  
Social Science/Wrestling Coach  
South Hills High School

On Wed, Oct 16, 2024 at 11:44 AM [REDACTED] wrote:  
Dear Claudio:

I am looking forward to the teaching symposium on Oct 29. We have submitted the paperwork for your payment and they informed us that they changed their policy. Only checks can be issued for the speakers' compensation. Will you please confirm that you will accept a check for \$100?

Many thanks for your attention to this matter.

Sincerely,  
[REDACTED]

[REDACTED]  
Professor  
History Department  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
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**Fw: Policy change, need confirmation that you will accept check**

[Redacted]

Date: Wed 10/16/2024 2:32 PM

[Redacted]

Speaker two confirmation of check acceptance.

[Redacted]

Professor  
History Department  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
[calstatela.edu](http://calstatela.edu) | *Pushing Boundaries*

<https://www.bloomsbury.com/us/childhood-and-modernity-in-cold-war-mexico-city-9781350127753/>

**From:** Aron, Mikayla [Redacted]

**Sent:** Wednesday, October 16, 2024 12:25 PM

[Redacted]

**Subject:** Re: Policy change, need confirmation that you will accept check

Yes, I will accept a check for \$100.

Thank you

[Redacted]

**Sent:** Wednesday, October 16, 2024 11:45 AM

**To:** Aron, Mikayla [Redacted]

**Subject:** Policy change, need confirmation that you will accept check

**CAUTION: EXTERNAL EMAIL**

Dear Mikayla:

I am looking forward to the teaching symposium on Oct 29. We have submitted the paperwork for your payment and they informed us that they changed their policy. Only checks can be issued for the speakers' compensation. Will you please confirm that you will accept a check for \$100?

Many thanks for your attention to this matter.

Sincerely,

[Redacted]

[Redacted]

Professor  
History Department  
California State University, Los Angeles  
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Los Angeles, CA 90032  
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**Fw: Policy change, need confirmation that you will accept check**

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[REDACTED]  
Date Thu 10/17/2024 12:39 PM  
[REDACTED]

Third Speaker confirmation of check acceptance.

[REDACTED]  
Professor  
History Department  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
[calstatela.edu](http://calstatela.edu) | *Pushing Boundaries*

<https://www.bloomsbury.com/us/childhood-and-modernity-in-cold-war-mexico-city-9781350127753/>

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**From:** Edwin Hurtado [REDACTED]  
**Sent:** Thursday, October 17, 2024 10:38 AM  
[REDACTED]  
**Subject:** Re: Policy change, need confirmation that you will accept check

Good morning [REDACTED]

Thank you for organizing the symposium! Yes, I accept the check.

See you soon,

Edwin

On Wed, Oct 16, 2024 at 11:43 AM [REDACTED] wrote:  
Dear Edwin:

I am looking forward to the teaching symposium on Oct 29. We have submitted the paperwork for your payment and they informed us that they changed their policy. Only checks can be issued for the speakers' compensation. Will you please confirm that you will accept a check for \$100?

Many thanks for your attention to this matter.

Sincerely,  
[REDACTED]

[REDACTED]  
Professor  
History Department  
California State University, Los Angeles  
5151 State University Drive  
Los Angeles, CA 90032  
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