

# FUNDING REQUEST FORM

2020-2021

## 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: *Guadalupe Ferris*

CLUB/ORG: Phi Alpha Theta, Eta Xi  
 EVENT TITLE: History Career Workshop - Museums  
 DATE(S) OF EVENT: 03/05/21 SEMESTER: SPRING  
 EVENT LOCATION: Zoom - <https://calstatela.zoom.us/j/8546>  
 TOTAL ATTENDANCE: 20  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

DocuSigned by: 1BBD92F109A64BE...

## PART 3 - EVENT DESCRIPTION

IS THE EVENT OPEN TO ALL CAL STATE LA STUDENTS?  YES  NO  
 BRIEFLY DESCRIBE THE EVENT:  
 The event will feature a panel of alumni working in museums giving presentations and answering questions about museum careers

HOW WILL THIS PROGRAM ENHANCE THE CAL STATE LA EXPERIENCE?  
 This will help students enter the job market with their degrees, with information on how to search for, apply to, and obtain jobs. It will also provide a networking opportunity.

## PART 4 - COST BREAKDOWN

HOSPITALITY	DESCRIPTION:	AMOUNT:

HONORARIA / CONTRACTS	DESCRIPTION:	AMOUNT:
	Honorarium for April Del Cid	100
	Honorarium for Cyrene Cruz	100
	Honorarium for Jasmine Orellana	100
	Honorarium for Guadalupe Pena	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: 450  
 TOTAL REQUESTED FROM ASI: 450  
 AMOUNT FROM OTHER SOURCES: 0

WHAT OTHER RESOURCES ARE YOU EMPLOYING FOR THIS EVENT:  
 We will be using our own marketing apparatus to get the word out about the event

### OFFICE USE ONLY

STAFF INITIALS: [REDACTED]  
 TIME STAMP:





## Event Update

### History Career Workshop - Museums

Revised By: [REDACTED] 12:14:59 PM - Version 2

## 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 - Museums

## 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 museums. It will feature a panel of alumni with jobs in the museum field, including April del Cid (Petersen Automotive Museum), Jasmine Orellana (S.S. Lane Victory Museum), and Cyrene Cruz (Cal State LA Special Collections, LA Natural History Museum). Each panelist will share their insights on finding jobs in museums, and there will be a Q&A for the entire panel.

## Time & Location

### Start Date/Time

03/05/2021 - 5:00 PM

## End Date/Time

03/05/2021 - 6:30 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/85466050075>

## 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.

### 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.

[20f38bb9-f157-4426-9200-d306dbc77900.pdf](#)

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

None

### 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

A handwritten signature in black ink, appearing to read "E. J. [unclear]". The signature is written in a cursive style with large, sweeping loops and a long horizontal stroke at the end.

## Event Guidelines & Resources

### Student Organization Event Guidelines

#### Fall 2020 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 Semester 2020 **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.**



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:   Up to a year from today

Qty: 2 gift cards  
\$50.00

or

## Re: Career Workshop

[REDACTED]  
Tue 2/9/2021 9:56 AM

To: [REDACTED]  
[REDACTED]  
[REDACTED]

Hi [REDACTED]

March 5 works for me. Count me in!

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**From:** [REDACTED]

**Sent:** Monday, February 8, 2021 4:31 PM

**To:** Cruz, Cyrene <ccruz47@calstatela.edu>; Jasmine Orellana <jo90763@usc.edu>; April del Cid <adelcid@petersen.org>; pena@lamaritimemuseum.org <pena@lamaritimemuseum.org>; Aron, Mikayla S <maron@calstatela.edu>; [REDACTED]

**Subject:** Re: Career Workshop

Dear all

thank you all for your willingness to help with the museum career workshop hosted by PAT and the History Department. Due to some issues with ASI funding, I am wondering if we can postpone the workshop by one week to Friday March 5 from 5-6:30.

Please hit the reply all button and confirm that you are available, and that you would accept a \$100 honorarium for your participation.

Thank you so much,  
[REDACTED]

---

**From:** [REDACTED]

**Sent:** Wednesday, January 27, 2021 3:23 PM

**To:** Cruz, Cyrene <ccruz47@calstatela.edu>; Jasmine Orellana <jo90763@usc.edu>; porourke2760@gmail.com <porourke2760@gmail.com>; April del Cid <adelcid@petersen.org>; Tara Fansler <tara.fansler@lacity.org>

**Subject:** Career Workshop

Dear Cyrene, Jasmine, Patrick, April, and Tara

I hope this message finds you all well. This semester I am organizing a few career workshops for our students. I am hoping that you might be available to speak to students in the Cal State LA History Department about your work in museums. Would you be available on Friday, February 26 from 5-6:30pm via Zoom? We'd ask that you each prepare a brief (~minutes) outline of your path from Cal State LA to your current job or field of studies. Please include any advice you have for current students interested in museum work. Then we will have time for Q&A. We hope to get small (\$100 each) stipends for you from ASI. I will need individual emails from you confirming your participation and acceptance of the \$100 stipend.

Thank you so very much for your time and consideration.

Best wishes,



## ☐ Career Workshop

[REDACTED]  
Thu 1/28/2021 4:21 PM

To: [REDACTED]

3rd email

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**From:** Cruz, Cyrene <ccruz47@calstatela.edu>

**Sent:** Thursday, January 28, 2021 2:52 PM

To: [REDACTED]

**Subject:** Re: Career Workshop

Hi [REDACTED],

I'd love to speak with students at the career workshop! The 26th of February works for me. Keep me updated and looking forward to the workshop!

I hope you have been doing well. I was so excited to see that Perspectives Vol. 47 won 3rd place!

Talk to you again soon,  
Cyrene

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**From:** [REDACTED]

**Sent:** Wednesday, January 27, 2021 3:23 PM

**To:** Cruz, Cyrene <ccruz47@calstatela.edu>; Jasmine Orellana <jo90763@usc.edu>; porourke2760@gmail.com <porourke2760@gmail.com>; April del Cid <adelcid@petersen.org>; Tara Fansler <tara.fansler@lacity.org>

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Thank you so very much for your time and consideration.  
Best wishes,

[REDACTED]  
Professor

Department of History

**Re: Career Workshop**

April del Cid &lt;adelcid@petersen.org&gt;

Tue 2/9/2021 10:30 AM

**To:** Cruz, Cyrene <ccruz47@calstatela.edu>**Cc:** [REDACTED]; Jasmine Orellana <jo90763@usc.edu>; pena@lamaritimemuseum.org <pena@lamaritimemuseum.org>; Aron, Mikayla S <maron@calstatela.edu>; [REDACTED]

Hi [REDACTED]

The new date will work for me. I'll be there!

On Tue, Feb 9, 2021 at 9:57 AM Cruz, Cyrene <[ccruz47@calstatela.edu](mailto:ccruz47@calstatela.edu)> wrote:

Hi [REDACTED]

March 5 works for me. Count me in!

**From:** [REDACTED]**Sent:** Monday, February 8, 2021 4:31 PM**To:** Cruz, Cyrene <[ccruz47@calstatela.edu](mailto:ccruz47@calstatela.edu)>; Jasmine Orellana <[jo90763@usc.edu](mailto:jo90763@usc.edu)>; April del Cid <[adelcid@petersen.org](mailto:adelcid@petersen.org)>; [pena@lamaritimemuseum.org](mailto:pena@lamaritimemuseum.org) <[pena@lamaritimemuseum.org](mailto:pena@lamaritimemuseum.org)>; Aron, Mikayla S <[maron@calstatela.edu](mailto:maron@calstatela.edu)>; [REDACTED]**Subject:** Re: Career Workshop

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Please hit the reply all button and confirm that you are available, and that you would accept a \$100 honorarium for your participation.

Thank you so much,  
[REDACTED]**From:** [REDACTED]**Sent:** Wednesday, January 27, 2021 3:23 PM**To:** Cruz, Cyrene <[ccruz47@calstatela.edu](mailto:ccruz47@calstatela.edu)>; Jasmine Orellana <[jo90763@usc.edu](mailto:jo90763@usc.edu)>; [porourke2760@gmail.com](mailto:porourke2760@gmail.com) <[porourke2760@gmail.com](mailto:porourke2760@gmail.com)>; April del Cid <[adelcid@petersen.org](mailto:adelcid@petersen.org)>; Tara Fansler <[tara.fansler@lacity.org](mailto:tara.fansler@lacity.org)>**Subject:** Career Workshop

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## ☐ Career Workshop

[REDACTED]  
Thu 1/28/2021 4:20 PM

To: [REDACTED]

1st email confirming stipend and date for museum career workshop Feb 26 5-6:30pm.

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**From:** April del Cid <adelcid@petersen.org>

**Sent:** Wednesday, January 27, 2021 8:54 PM

**To:** [REDACTED]

**Subject:** Re: Career Workshop

Dear [REDACTED],

Thank you for inviting me to this workshop for your students. I would be honored to participate and would accept the stipend if offered. I want to confirm, the date changed from February 12th to the 26th? I am available either date. Thank you again for including me in this event, I am really looking forward to it!

Best ,

**April Del Cid**

Education Manager

P: 323.964.6317

[adelcid@petersen.org](mailto:adelcid@petersen.org)

[www.petersen.org](http://www.petersen.org)

**Petersen Automotive Museum**

6060 Wilshire Blvd

Los Angeles CA 90036

On Wed, Jan 27, 2021 at 3:23 PM [REDACTED] wrote:

Dear Cyrene, Jasmine, Patrick, April, and Tara

I hope this message finds you all well. This semester I am organizing a few career workshops for our students. I am hoping that you might be available to speak to students in the Cal State LA History Department about your work in museums. Would you be available on Friday, February 26 from 5-6:30pm via Zoom? We'd ask that you each prepare a brief (~minutes) outline of your path from Cal State LA to your current job or field of studies. Please include any advice you have for current students interested in museum work. Then we will have time for Q&A. We hope to get small (\$100 each) stipends for you from ASI. I will need individual emails from you confirming your participation and acceptance of the \$100 stipend.

## ☐ Career Workshop

[REDACTED]

Tue 2/16/2021 12:10 PM

[REDACTED]

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**From:** Jasmine Orellana <[jo90763@usc.edu](mailto:jo90763@usc.edu)>

**Sent:** Tuesday, February 16, 2021 12:09 PM

**To:** [REDACTED]

**Subject:** Re: Career Workshop

Hello [REDACTED]

I am the Archivist at the S.S Lane Victory Museum and I am accepting an honorarium of \$100 for participation in a museum career workshop hosted by Phi Alpha Theta on Friday March 5, 2021 from 5-6:30pm.

On Tue, Feb 9, 2021 at 11:30 AM [REDACTED] wrote:

Please send me a separate email that states the following:

I am the (job title) at (location) and I am accepting an honorarium of \$100 for participation in a museum career workshop hosted by Phi Alpha Theta on Friday March 5, 2021 from 5-6:30pm.

Thanks

b

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**From:** Jasmine Orellana <[jo90763@usc.edu](mailto:jo90763@usc.edu)>

**Sent:** Tuesday, February 9, 2021 11:10 AM

**To:** [REDACTED]

**Cc:** Cruz, Cyrene <[ccruz47@calstatela.edu](mailto:ccruz47@calstatela.edu)>; April del Cid <[adelcid@petersen.org](mailto:adelcid@petersen.org)>; [pena@lamaritimuseum.org](mailto:pena@lamaritimuseum.org) <[pena@lamaritimuseum.org](mailto:pena@lamaritimuseum.org)>; Aron, Mikayla S <[maron@calstatela.edu](mailto:maron@calstatela.edu)>; [REDACTED]

**Subject:** Re: Career Workshop

Hello everyone,

The new date works for me!

Best,

Jasmine Orellana

On Mon, Feb 8, 2021 at 4:31 PM [REDACTED] wrote:

Dear all

thank you all for your willingness to help with the museum career workshop hosted by PAT and the History Department. Due to some issues with ASI funding, I am wondering if we can postpone the workshop by one week to Friday March 5 from 5-6:30.



**ASSOCIATED STUDENTS, INC.**

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

## HIST Career Workshop - Museums

Friday, March 5<sup>th</sup> from 5:00PM to 6:30PM

Join our Alumni panel consisting of: April Del Cid (Petersen Automotive Museum); Jasmine Orellana (S.S. Lane Victory Museum); Cyrene Cruz (Cal State LA Special Collections); & Guadalupe Pena (Los Angeles Maritime Museum). The purpose of this panel is to provide students the opportunity to discuss potential career options upon obtaining their degree in History from CSULA.

Join us on Zoom

<https://calstatela.zoom.us/j/85466050075>