

# 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]

CLUB/ORG: Phi Alpha Theta, Eta Xi  
 EVENT TITLE: History Career Night - Community College  
 DATE(S) OF EVENT: 03/23/21 SEMESTER: SPRING  
 EVENT LOCATION: Zoom  
 TOTAL ATTENDANCE: 20  
 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20

SIGNATURE: *DocuSigned by: Christopher Finnesey*  
 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 community colleges giving presentations and answering questions about teaching 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 Abbie Perry	100
	Honorarium for Hazel Ramos	100
	Honorarium for Ben Baca	100
	Honorarium for George Skriabin	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 email list and The History Department will send an announcement to all History majors.

### OFFICE USE ONLY

STAFF INITIALS: [REDACTED]

TIME STAMP: [REDACTED]





Event Registration

## History Career Workshop - Community College Teaching

**[APPROVED]**

Submitted By [REDACTED] on 2/26/2021 12:47:39 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 - Community College 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.

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### 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 community colleges. It will feature a panel of alumni with jobs teaching in community colleges, including Abbie Perry (Rio Hondo Community College), Hazel Ramos (Glendale Community College), Ben Baca (Victorville Community College), and George Skriabin (Glendale Community College). Each panelist will share their insights on finding jobs in the community college 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

03/23/2021 - 6:00 PM

## End Date/Time

03/23/2021 - 7:30 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/82100471657>

## 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.

[e794b2eb-6894-41d9-b3e1-27638798e8ef.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

**Fw: Career Workshop March 23**

[REDACTED]

Thu 2/18/2021 12:19 PM

[REDACTED]

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**From:** Ben Baca <bbaca94@hotmail.com>  
**Sent:** Thursday, February 18, 2021 12:18 PM

[REDACTED]

**Subject:** Re: Career Workshop March 23

[REDACTED]

***I, Benjamin Baca, Adjunct Instructor at Victor Valley College and Norco College, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.***

***Thank you,  
Benjamin Baca***

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**From:** [REDACTED]  
**Sent:** Thursday, February 18, 2021 11:00 AM  
**To:** Abbie Perry <APerry@riohondo.edu>; Hazel Ramos <hazeln@glendale.edu>; bbaca94@hotmail.com <bbaca94@hotmail.com>; George Skriabin <gskriabin@glendale.edu>

[REDACTED]

**Subject:** Career Workshop March 23

Dear all

Thank you so much for agreeing to participate in our career workshop on community college 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 Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.***

***Thank you,  
You name***

**Fw: [EXTERNAL] Career Workshop March 23**

[REDACTED]  
Thu 2/18/2021 11:09 AM  
[REDACTED]

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**From:** Abbie Perry <APerry@riohondo.edu>

**Sent:** Thursday, February 18, 2021 11:07 AM  
[REDACTED]

**Subject:** Re: [EXTERNAL] Career Workshop March 23

*I, Abbie Perry, Assistant Professor of History at Rio Hondo College, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.*

*Thank you,  
Abbie Perry*

*Abbie Perry*

Assistant Professor, History

Advisor, Black Student Association



**Rio Hondo College**

3600 Workman Mill Road, Whittier, CA 90601

(562) 463 -7494 | [aperry@riohondo.edu](mailto:aperry@riohondo.edu)

[www.riohondo.edu](http://www.riohondo.edu)



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[REDACTED]  
**Sent:** Thursday, February 18, 2021 11:00 AM

**To:** Abbie Perry <APerry@riohondo.edu>; Hazel Ramos <hazelr@glendale.edu>; bbaca94@hotmail.com <bbaca94@hotmail.com>; George Skriabin <gskriabin@glendale.edu>  
[REDACTED]

**Subject:** [EXTERNAL] Career Workshop March 23

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know that the content is safe.

Dear all



**Fw: [EXTERNAL] Career Workshop confirmation for funding purposes**

[REDACTED]

Thu 2/25/2021 2:02 PM

[REDACTED]

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**From:** Hazel Ramos <hazelr@glendale.edu>

**Sent:** Thursday, February 25, 2021 2:02 PM

[REDACTED]

**Subject:** Re: [EXTERNAL] Career Workshop confirmation for funding purposes

[REDACTED]

It is a pleasure! I was not expecting an honorarium. Here's the information you need:

***I, Hazel Ramos, Instructor of History and Department Chair, Glendale Community College, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.***

***Thank you,  
Hazel Ramos***

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[REDACTED]

**Date:** Thursday, February 25, 2021 at 1:23 PM

**To:** Hazel Ramos <hazelr@glendale.edu>

**Subject:** [EXTERNAL] Career Workshop confirmation for funding purposes

Dear Hazel

Thank you so much for agreeing to participate in our career workshop on community college 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 Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.***

***Thank you,  
You name***

**Fw: [EXTERNAL] Career Workshop March 23**

[REDACTED]  
Thu 2/18/2021 1:58 PM  
[REDACTED]

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**From:** George Skriabin <gskriabin@glendale.edu>**Sent:** Thursday, February 18, 2021 1:57 PM  
[REDACTED]**Subject:** Re: [EXTERNAL] Career Workshop March 23

Hi [REDACTED]

Here is the requested response:

I, George Skriabin, Instructor of History at Glendale & Santa Monica Community Colleges, agree to present at the career workshop on community college teaching hosted by Phi Alpha Theta on Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.

Looking forward to it!

George Skriabin (He, Him)  
Adjunct Instructor of History  
Glendale Community College  
1500 North Verdugo Road  
Glendale, CA 91208  
gskriabin@glendale.edu

On Feb 18, 2021, 11:00 AM -0800, [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 Tuesday, March 23 from 6-7:30pm. I accept an honorarium of \$100.***



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



**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:  
Community College Teaching

Tuesday, March 23<sup>rd</sup> from 6:00PM to 7:30PM

Presenters: Abbie Perry (Rio Hondo CC); Hazel Ramos (Glendale CC); Ben Baca (Victorville CC & others); & George Skriabin (Glendale CC & others).

All panelists are Cal State LA History Department Alumni. Learn how they succeeded in getting jobs and some of their best practices teaching at the community college level.

Zoom Link

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