FUNDING REQUEST FORM

2021-2022

PART 4 NOTICE & CHECKLIST							
PART 1 - NOTICE & CHECKLIST 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)				FLYER WITH ASTLUGO	PPORTING MATERIAL RCHASES/EVENT		
PART 2 - CONTACT & ORGANIZATION							
OFFICER NAME: OFFICER TITLE: ADDRESS: CITY: STATE: ZIP: PHONE: STATE: ZIP: PART 3 - EVEN 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.			CLUB/ORG: Phi Alpha Theta, Eta Xi EVENT TITLE: Teaching Symposium DATE(S) OF EVENT: 10/28/2021 SEMESTER: FALL EVENT LOCATION: ZOOM TOTAL ATTENDANCE: 25 EXPECTED CAL STATE LA STUDENTS ATTENDANCE: 20 T DESCRIPTION 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							
DESCRIPTION:	AMOUNT:	HONORARIA / CONTRACTS	Diana l	n Taylor, Assistant Principal Hernandez, Principal Barocio, Teacher	\$100 \$100 \$100 \$100		
DESCRIPTION:	AMOUNT:	OTHER		n Gift Card Giveaway n Gift Card Giveaway	\$25 \$25		
PART 5 - EVENT SUMMARY							
	TAL REQUESTED FROM ASI \$350		nil)	OFFICE USE O			
newsletter and the social media channels (@phialphathetaetacsula)							





Event Registration

Teaching Symposium



u on 9/29/2021 11:28:28 AM

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

Estimated Attendance

Please describe the estimated attendance of participants for this event.

Indoor events with anticipated 50+ and Outdoor events with anticipated 100+ need to be registered at least 20 business days in advance and are subject to Use of Facilities review

25

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 and principals. They will share their experiences working and job searching. After, there will be a Q&A session. We will also have an Amazon gift card giveaway for two students who attend the event.

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

End Date/Time

10/28/2021 - 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

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/81785160059

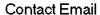
Student Organization Officer and Advisor Contact Information

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



Provide the officer's email address.

Organization Advisor Phone Number

Organization Advisor Name 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? 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. a04cfa8a-80bb-4fa5-8d09-4e1bd274c750.png Who is invited to this event? Cal State LA Community Will off-campus media be notified about this event? No

Tags

WORKSHOP/SEMINAR



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

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

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

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 Guidellines

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 <u>can be held in virtual, in-person, or hybrid modes</u>. 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

While student organizations can hold virtual, in-person, and hybrid events, meetings, and activities either on or off-campus, the following <u>in-person elements will not be approved</u> 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

These virtual 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 Students.

General Release Waiver Forms: If your event will require the use of general release waivers prior to organization member and guest participation, your organization is required to comply with all instructions provided by CSI, including submitting all completed forms and requested documents.

The following guidelines and procedures apply to in-person events, will not be approved for Fall 2021 and are provided for reference:

Alcohol: In accordance with Administrative Procedure 019 - Alcoholic Beverages, any event (on or off campus) that involves the consumption of alcoholic beverages requires authorization from the University. Your organization must complete and submit a Request to



ASSOCIATED STUDENTS, INC.

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

PHI ALPHA THETA PRESENTS: TEACHING SYMPOSIUM

Do you want to teach K-12? Meet Cal State LA alumni to get their advice!

Featuring:

Diana Hernandez, Principal at Glendale Elementary School

Danny Barocio, Teacher at Woodrow Wilson Middle School

William Taylor, Assistant Principal at Hemet High School

Thursday, October 28 4:30-6:00PM Email pat.csula@gmail.com for the zoom link

2 lucky attendees will receive \$25 Amazon gift cards!

Fw:	Teac	her
I VV.	1 CaC	11C1

Wed 9/29/2021 11:44 AM

To:

From: Diana Hernandez dhernandez@gusd.net Sent: Wednesday, September 29, 2021 11:38 AM

To:

Subject: Re: Teacher

I, Diana Hernandez accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.



Diana Hernández Principal, Cerritos Elementary School 818-244-7207

On Wed, Sep 22, 2021 at 3:57 PM wrote:

Dear William and Diana,

thank you so much for agreeing to present at the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

Please confirm your participation by responding and pasting this message:

I,[your full name] accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

Thank you so much.

Best wishes,

Fw: Fw: Zoom meeting invitation - PAT-Faculty Meeting

Wed 9/29/2021 2:03 PM

To:

From: Danny Barocio dbarocio@gusd.net Sent: Wednesday, September 29, 2021 2:01 PM

To:

Subject: Re: Fw: Zoom meeting invitation - PAT-Faculty Meeting

Hi Dr. Pfleger,

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 Thursday, October 28 from 4:30-6pm.

Dr. Pfleger, I also wanted to let you know the Zoom link is scheduled for October 6, 2021, at 4:30 PM. Is the Teaching Symposium date and time changed? I just wanted to double-check. Thank you and see you soon!

Best,

Danny Barocio

On Wed, Sep 29, 2021 at 11:48 AM

wrote:

Danny,

here is the Zoom link. Please send me your confirmation email at your earliest convenience.

Thanks,

Birte

I,[your full name] accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

Thank you so much.

Best wishes.

Birte

From: Williams, Dylan < dwilli77@calstatela.edu > Sent: Tuesday, September 28, 2021 2:56 PM

To: MANSOORIAN, ANDREA < amansoo@calstatela.edu >; Buendia, Diana

dbuendi2@calstatela.edu; Aron, Mikayla S

<maron@calstatela.edu>; Esters, Maria I <mesters@calstatela.edu>; Chatterjee, Choi

<<u>cchatte@exchange.calstatela.edu</u>>; Pfleger, Birte Britta <<u>bpflege@exchange.calstatela.edu</u>>

Cc: Phi Xi <pat.csula@gmail.com>

Subject: Zoom meeting invitation - PAT-Faculty Meeting

Dylan Williams is inviting you to a scheduled Zoom meeting.

Topic: PAT-Faculty Meeting

Time: Oct 6, 2021 04:30 PM Pacific Time (US and Canada)

Join Zoom Meeting

https://calstatela.zoom.us/j/88111585470

Meeting ID: 881 1158 5470

One tap mobile

+16699006833,,88111585470# US (San Jose)

+12532158782,,88111585470# US (Tacoma)

Dial by your location

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

Meeting ID: 881 1158 5470

Find your local number: https://calstatela.zoom.us/u/kclAawVZOk

Join by SIP

88111585470@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia Sydney)

103.122.167.55 (Australia Melbourne) 209.9.211.110 (Hong Kong SAR) 64.211.144.160 (Brazil) 69.174.57.160 (Canada Toronto) 65.39.152.160 (Canada Vancouver) 207.226.132.110 (Japan Tokyo) 149.137.24.110 (Japan Osaka) Meeting ID: 881 1158 5470

Join by Skype for Business https://calstatela.zoom.us/skype/88111585470

Dylan Williams Phi Alpha Theta, Eta Xi Vice President

--

Mr. Danny Barocio 7th Grade World History Teacher 6th Grade Social Studies Teacher Woodrow Wilson Middle School

Woodrow Wilson Middle School 1221 Monterey Road, Glendale, CA 91206 818-244-8145 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.

Fwd: Teacher Symposium.

Pfleger, Birte Britta < bpflege@exchange.calstatela.edu>

Wed 9/29/2021 9:13 PM

To: Aron, Mikayla S <maron@calstatela.edu>

Sent from my iPhone

Begin forwarded message:

From: William Taylor <william.zachary.taylor@gmail.com>

Date: September 29, 2021 at 8:43:47 PM PDT

To:

Subject: Re: Teacher Symposium.

Hello Professor, I apologize for not responding yet. I'm new to the role of administration this year and my discipline office got slammed with our first four expulsions of the year (one of which was a Title 9 case) all in the last week. Yikes!

I, William Zachary Taylor, accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

I have shared with my colleagues this honor and I couldn't be more thrilled and humbled to be a part of it!

By the way, my work email is wtaylor@hemetusd.org and my cell is (626)646-7906. Please feel free to reach me at either of those any time. You guys rock!

- Zach Taylor

On Wed, Sep 29, 2021 at 11:46 AM

wrote:

Hello William,

I'd really appreciate you sending me your confirmation text.

Thanks,

Birte

From:

Sent: Wednesday, September 22, 2021 3:57 PM

To: William.Zachary.Taylor@gmail.com < William.Zachary.Taylor@gmail.com >; Diana

Hernandez < dhernandez@gusd.net >

Subject: Teacher

Dear William and Diana,

thank you so much for agreeing to present at the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

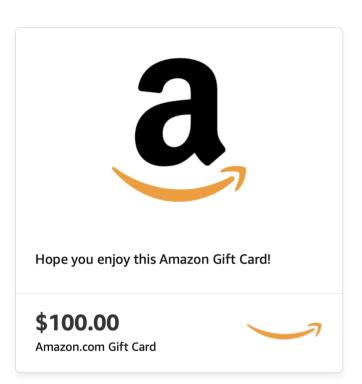
Please confirm your participation by responding and pasting this message:

I,[your full name] accept a \$100 Amazon gift card as an honorarium for my participation in the Cal State LA history Department Teacher Symposium on Thursday, October 28 from 4:30-6pm.

Thank you so much.

Best wishes,

Birte



Click image to preview

Amazon.com eGift Card

by Amazon

1. Gift card design

Your Photo/Video Standard Animated

Design: Amazon 'a'



amazon







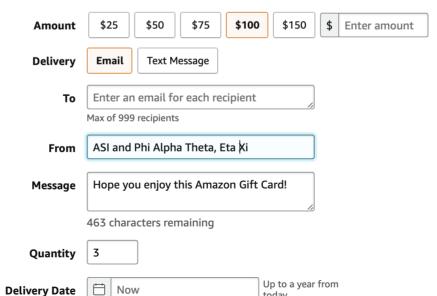








2. Gift card details



today

