

SCA Member-Initiated Events

Panel Events

Duration: 1.5 to 4 hours (Presentation, discussion, and social)

Form a panel around a chosen topic, and bring in a variety of experience and perspectives to stimulate discussion. Panels can be similar to typical conference sessions, with each panelist making a presentation, or they can be less formal.

To request support, please fill out the form on the SCA website and email it to memberevents@calarchivists.org with subject line "SCA event proposal."

Financial support

For non-alcoholic refreshments (food or drink)	Up to \$5 per SCA Member attending*	Reimbursement basis, with receipts and sign-in sheet.
For panelist's expenses	Up to \$50 per panelist for up to 4 individuals. (May be extended to a second panel for a day-long event. See "mini-conferences.")	Reimbursement basis, with receipts.

Organizer's responsibilities:

- Arrange a venue & coordinate logistics.
- Determine theme.
- Identify & coordinate with panelists.
- Request funding approval with as little as 4-6 weeks advance notice.
- Invite Board Members and Committee Chairs.
- Open the event to all SCA Members by announcing & promoting via the West_Arch listserv.
- Request that announcement be sent to official SCA membership email list and posted to SCA social media forums.
- Coordinate through Membership Committee for honorarium or speaker expense reimbursement.
- Maintain list of attendees: no formal registration needed. (Informal RSVP is OK, but organizer is encouraged to request replies and close sign-ups at capacity.)
- Arrange a brief "welcome" from Board Member, Chair or other SCA representative, in which SCA will be acknowledged.
- Arrange for, or act as, an MC to introduce panel and lead discussion.
- Provide and retrieve a sign-in sheet with clear names, email, and "SCA Member?" and "Student?" check boxes. (Non-members will not be added to any mailing list but may receive a follow-up message after the event.)

* Non-SCA members are welcome, at your discretion, but will not normally be part of the reimbursable head count. For mixed member/non-member events, see below for three options.

Questions? Contact memberevents@calarchivists.org

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Organizer's responsibilities (continued):

- At the event, post any information on upcoming workshops, AGM, or other events that the Board suggests at time of approval. Display a few membership brochures provided by Board.
- After the event, submit an informal report (brief email) for the Board.

Funding Options for Mixed Member and Non-Member Events

Option 1: On proposal form, request Board approval as an outreach event. If approved, SCA can offer \$5 per attendee refreshment reimbursement for total attendees **if** 60% or more of them are SCA members, based on sign-in sheet. If fewer than 60% (rounded upward in your favor) are members, reimbursement will be based on the member sign-ins only.

Option 2: Another organization or institution can co-sponsor the event. SCA will reimburse based on SCA members on sign-in sheet. Arrangements with co-sponsor are the organizer's responsibility.

Option 3: You charge a small fee for non-members, submit collected funds and sign-in sheet to SCA, and request reimbursement based on the total list of members + paid non-members attending.

(Example: event with 30 guests. You purchase a \$150 cheese platter. If you sign in 20 SCA members and 10 non-members, you are reimbursed \$100 by SCA for the 20 members. If you charge the non-members \$5 or more and submit funds to SCA, then you are reimbursed the entire \$150.)

Please note: parameters of the Member-Initiated Events program may be changed by the Board at any time. Additional limits may be applied.