

## SCA Member-Initiated Events

### Site Visits

Duration: 1.5 to 4 hours

Site visits are great opportunities to see other archival “shops” or cultural heritage institutions and to learn about other local research resources. They can also be combined with social events, speakers, or other programs. SCA will support refreshments for these visits, as outlined below. (For hybrid events with other expenses, see guidelines for other event types.)

To request support, please fill out the form on the SCA website and email it to [memberevents@calarchivists.org](mailto: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
--	-------------------------------------	--

### Organizer’s responsibilities:

- Arrange a venue.
- Coordinate logistics with host venue.
- Request funding approval with as little as 3 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.
- 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 a Board Member, Chair or other SCA representative, in which SCA will be acknowledged.
- 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.)
- 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.

\*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](mailto:memberevents@calarchivists.org)*

## SCA Member-Initiated Events

### 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.*

*Questions? Contact [memberevents@calarchivists.org](mailto:memberevents@calarchivists.org)*