

SCA Member-Initiated Events

Guest Speaker Presentations or Facilitated Forums

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

Great events can be built around speakers on topics relevant to archives, records management, local historical research resources, etc. Or host a discussion forum on a set topic, perhaps with an experienced facilitator that engages the group and guides discussion – a great way for archivists to share experience and to network in a structured way. Such events can be combined with site visits and/or social hours.

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 speaker’s expenses or honorarium	Up to \$125 for presentations / facilitation roughly an hour. Up to \$250 if considerably more than an hour (half-day).	May be offered as an honorarium (no receipts, but taxable) or as expenses with receipts or report of mileage, up to full expenses incurred or \$125, whichever is lower.

Organizer’s responsibilities:

- Arrange a venue.
- Coordinate logistics with host venue.
- Arrange & coordinate with speaker or facilitator.
- Request funding approval with as little as 3-6 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.
- Act as, or arrange for, an MC to introduce speaker and lead discussion.

* 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):

- Provide and retrieve a sign-in sheet with clearly-written 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.

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.