

**SCA Member-Initiated Events**  
**Event Sponsorship Request Form**  
(Submit to [memberevents@calarchivists.org](mailto:memberevents@calarchivists.org))

Today's Date: \_\_\_\_\_

**1. Organizer**

Name(s): \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Organizer's affiliation (employer/university): \_\_\_\_\_

**2. Event Type Proposed (indicate 1 or more):**

Social (Networking) / Site Visit / Speaker / Forum / Panel / Group Webinar / Mini-Conference / Other: \_\_\_\_\_

**3. Proposed Date and Time:** \_\_\_\_\_

**4. Proposed Location:** \_\_\_\_\_

Host venue contacted & availability confirmed? (y/n) \_\_\_\_\_

**5. Describe proposed event (approximately 100 words or less):**

**6. Anticipated number of attendees:**

**7. Capacity / Maximum attendees:**

**8. Proposed Registration fee ("Free" encouraged for most events!):**

**9. Will there be a co-sponsoring organization? (Please specify: requested, confirmed, or other status of arrangement.)**

**10. Open to non-SCA members? (y/n)**

If so, note (by profession, organization, listerv, etc.) the extended audience you intend to invite:

Would you like this to be considered an outreach event?

Please note, headcount-based reimbursements will be made for SCA members only. The Board, by special request, may approve reimbursement of the entire headcount if SCA members comprise at least 60% of attendance and the event is a suitable outreach event.

Events with expenses beyond refreshments (honoraria, webinar fees, etc.) should be open to SCA members for a suitable period prior to being more widely promoted. Upon event approval, SCA will provide guidance based on event type and lead time.

**Funding requested**

	<b>Amount</b>
<b>1. Refreshments (reimbursement*: \$5 x SCA headcount.)</b>	<b>\$</b>
<b>2a. Speaker/Facilitator expenses (reimbursement*)</b>	<b>\$</b>
<b>2b. Speaker/Facilitator honorarium (SCA check issued in advance.)</b>	<b>\$</b>
<i>(2a and 2b combined not to exceed limits set in funding guidelines. Up to \$125 for short events, up to \$250 for longer events. It is either/or: if 2b is offered, do not offer 2a.)</i>	
<b>3. Guest Panelist expenses (reimbursement*: up to \$50 each for up to 4 panelists. Full day events may have multiple panels.)</b>	<b>\$</b>
<b>4. Webinar Fees (paid in advance by SCA if requested, or by reimbursement.)</b>	<b>\$</b>
<b>5. General Expenses (usually only for mini-conferences with large attendance: A/V, wifi, miscellaneous supplies, up to \$200, by reimbursement*.)</b>	<b>\$</b>
<b>6. Other financial requests (attach explanation)</b>	<b>\$</b>
<b>TOTAL requested</b>	<b>\$</b>

*\*for reimbursements: receipts and event sign-in sheet must be submitted*

**Do you need other help or volunteers from SCA?** \_\_\_\_\_

I understand that approvals are made based on availability of funds and the Board may deny requests or approve lower funding amounts than requested based on budget and the geographic distribution of other supported requests each quarter.

I also understand that SCA funds may not be used to purchase alcoholic beverages, and that SCA assumes no liability for member-initiated events it supports.

I understand that Member-Initiated Events funds are not available for the promotion of commercial or for-profit products or services and Member-Initiated Events must be open to all SCA members.

Signature / Date: \_\_\_\_\_

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

Please print, sign, scan, and email form to address above.

(Or email unsigned form and mail signed form to: Membership Committee, Society of Calif. Archivists, c/o California State Archives, 1020 "O" Street, Sacramento CA 94814)