

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

**3. Proposed Location:** \_\_\_\_\_

Host venue contacted & availability confirmed? (yes/no) \_\_\_\_\_

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

**5. Anticipated number of attendees:** \_\_\_\_\_

**6. Capacity / Maximum attendees:** \_\_\_\_\_

**7. Will you be charging for registration? (yes/no)** \_\_\_\_\_

If so, what is the proposed registration fee? \_\_\_\_\_

**8. Do you need other help or volunteers from SCA? (yes/no)** \_\_\_\_\_

If so, explain: \_\_\_\_\_

<u>Funding requested</u>	<u>Amount</u>
1. <b>Refreshments*</b> (\$5 per RSVP or per attendee on sign-in sheet)	_____
2. <b>Meals*</b> (\$10 per SCA member for events over 4 hours)	_____
3a. <b>Speaker/Facilitator expenses*</b>	_____
3b. <b>Speaker/Facilitator honorarium</b> - SCA check issued in advance (Up to \$125 per speaker, with Board approval for larger amounts. It is either/or: if 3b is offered, do not offer 3a.)	_____
4. <b>Guest Panelist expenses*</b> (Up to \$50 each for up to 4 panelists. Full day events may have multiple panels.)	_____
5. <b>Facilities/Equipment/AV*</b> (Up to \$200, for events over 4 hours and/or open to 40+ attendees)	_____
6. <b>Non-SCA webinar fees</b> (Up to \$200, paid in advance by SCA if requested, or by reimbursement)	_____
7. <b>Other financial requests</b> (Attach explanation)	_____
<b>TOTAL requested</b> .....	<b>\$</b> _____

***\*Expense will be reimbursed. Receipts and event sign-in sheet or RSVP list must be submitted to Board for reimbursement.***

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.