



<http://www.csuci.edu/ira/index.htm>

Application
Instructionally Related Activities Funds Request
2009-2010 Academic Year
DEADLINE: Fall and Academic Year 3/15/09
Spring 10/15/10

Applications must first be sent to the appropriate program chair. Chairs will recommend and route them to the Dean's Office for review and authorization. The Dean's Office will then forward them to the IRA Committee for consideration.

Activity Title: CAMPUS READING CELEBRATION

Project Sponsor/Staff (Name/Phone): **Ashish Vaidya, Dean of the Faculty, x8986**

Activity/Event Date(s): **February 26, 2010**

Date Funding Needed By: **November 1, 2009**

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2008 and for Spring Requests early January 2009.

Please check if any of the following apply to your IRA:

- | | |
|---|---|
| <input type="checkbox"/> Equipment Purchase | <input type="checkbox"/> Field Trip |
| <input checked="" type="checkbox"/> Event | <input type="checkbox"/> Participant data collection for public dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter |
| <input type="checkbox"/> IT Requirements | |
| <input type="checkbox"/> International Travel | |
| <input type="checkbox"/> Space/OPC Requirements | <input type="checkbox"/> Risk Management Consultation |
| <input type="checkbox"/> Infrastructure/Remodel | <input type="checkbox"/> Late Submission (Passed Deadlines: Fall 3/15, Spring 10/15) |
| <input type="checkbox"/> Other _____ | |

Previously Funded: **X**YES NO Yes, Request # **_0239_**

Does your proposal require IRB (Institutional Review Board) approval: Yes **X**No

Assessment submitted for previously Funded Activity: **X**YES NO

Academic Program or Center Name and Budget Code: **TK901-820**

Date of Submission: **September 14, 2009**

Amount Requested: **\$25,000**
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: **3000**

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Conditions and Considerations

Equipment Purchase-If requesting large equipment, Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines

Events-Attach copy of Events and Facilities Use Request Form (Public Folders-Events & Facilities folder) Consider time frame for set-up and take down.

Participant Data Collection for Public Dissemination-If Project Sponsor proposes to conduct research with human participants then it may be subject to IRB (Institutional Review Board for the Protection of Human Subjects) review. It is the Project Sponsor's responsibility to inquire with the IRB prior to IRA application submission to determine if the project is exempt from IRB review so that funding is not delayed. Please indicate on the cover page if your project is exempt from IRB review.

Field Trip-If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

IT Requirements-Requires proof of correspondence and approval from IT Administration

International Travel-Requires International Travel application be submitted to Center for International Affairs.

Risk Management Consultation-Requires proof of correspondence with Risk Management.

Space/OPC Requirements, Infrastructure/Remodel-Requires proof of correspondence with OPC Administration .

Late Submission (Deadlines: Fall 3/14, Spring 10/15)-Requires explanation for emergency funding.

Fiscal Management: Project Sponsor's program will be responsible for all costs incurred over and above what is funded through the IRA award and will be responsible for seeing that any revenue that is intended to offset the amount of the IRA award is transferred accordingly.

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Requirements and Signatures

Please provide the following in your application:

1. **Brief Activity Description.** Describe the activity and its relationship to the educational objectives of the students' program or major.

The idea behind the Campus Reading Celebration (CRC) is to invite all members of the campus community (students, faculty, staff, and administrators) to read the same book and to talk with each other in both formal and informal venues about the book throughout the fall semester. By inviting the entire campus community to read the same book, we hope for everyone to have a common intellectual experience that can generate shared discussions. The first five years of the CRC have been very successful. The sixth annual CRC book choice is *Creating a World Without Poverty – Social Business and the Future of Capitalism* by Mohammad Yunus (Nobel Peace Prize winner 2006), whose visit in February 2010 is an integral part of the Celebration.

This Celebration spans all majors, programs, and disciplines, and relates to the University's mission of interdisciplinarity, internationalism, community engagement, and multiculturalism. This year's choice supports all aspects of the Mission as the book deals with issues of poverty and social goals.

2. **Relation to IRA to Course Offerings.** All IRAs must be integrally related to the formal instructional offerings of the University and must be associated with scheduled credit courses. Please list all classes that relate to the program proposed.

Instructors across the curriculum are invited to incorporate the book into their courses. Although the Spring schedule has yet to be finalized, we anticipate the book to be included in a variety of courses spanning Business, Economics, Political Science, Sociology, History, ESRM, Liberal Studies, English, and University 110.

3. **Activity Assessment.** Describe the assessment process and measures that the program will use to determine if it has attained its educational goals. **Please note a report will be due at the end of the semester.**



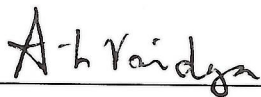
A post evaluative questionnaire will be distributed via email following the event. The questionnaire will ask participants to self-assess ways in which the event met intended program and learning outcomes and attendee satisfaction.

4. **Activity Budget.** Please enclose a complete detailed budget of the entire Activity **bold** specific items of requested IRA funding. (Page 4)

5. **Sources of Activity Support.** Please list the other sources of funding, and additional support for the activity.

7. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations detailed on page 2.

Signatures and Dates

	9/10/09
Project Sponsor	Date
	9/15/09
Program Chair/Director	Date
	9/10/09
Dean	

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ACTIVITY BUDGET FOR 2009-2010

1. Operating Expense Budget

A. Supplies		\$1,000
B. Vendor Printing		\$15,000 (books)
C. In-State Travel		\$250
D. Out-of-State Travel		\$1,000
E. Equipment Rental		\$10,000
F. Equipment Purchase		
G. Contracts/Independent Contractors		\$50,000
H. Honorarium		\$7,500
I. OPC Chargeback		\$250

J. Copier Chargeback	_____
K. Other (Please Specify)	_____
 TOTAL Expenses	 _____ \$85,000 _____

2. Revenue

A. Course Fees	_____
B. Ticket Sales	_____ \$10,000 _____
C. Out of Pocket Student Fees (exclusive of course fees)	_____
D. Additional Sources of funding (Please specify And indicate source)	_____ Corporate Sponsorships \$50,000 _____
E. Requested Allocation from IRA	 <u>\$25,000</u>
 Total Revenue	 _____ \$60,000 _____



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4/5/2010

Channel Islands

COST RECOVERY EVENT Work Order

**CR-EV
020496**



020496

CALIFORNIA STATE UNIVERSITY

Location ID : 500-4000 SALON A Room: Requester: MARY DEVINS
 Equipment ID : Contact: MARY DEVINS
 Serial : Phone : 3253
 PM Number: Account: 660832-TK910-820-90275-00000-00000

Request : EVENT: CAMPUS READING CELEBRATION ON FRIDAY FEB. 26TH IN SALON A FROM 12:00PM TO 2:00PM.		
Status : COMP	Open Date : 2/18/2010	Procedure :
Priority : 1	Comp Date : 3/25/2010	Craft : EVENT
Assigned :	Target Date :	Crew :

Actuals Hours (32) \$1,001.78 Materials \$28.24 Tools \$0.00 Service \$0.00 Total \$1,030.02

Task #	Desc	Memo	Account
1	LABORERS: DELIVER AND SET UP 11 - 6' TABLES.		
2	CUSTODIANS: DROP OFF AND PICK UP 4 TRASH CANS AND 4 RECYCLE CANS. CLEAN SALON A BEFORE EVENT.		
3	ELECTRICIANS: CHECK LIGHTS		
4	ENGINEERS: CHECK STEAM		
5	FIRE WATCH: PROVIDE FIRE WATCH AT SALON A FROM 12:00PM TO 2:00PM		
6	LABORERS: DELIVERY 3 RECTANGULAR TABLES AND 6 ALMOND FOLDING CHAIRS TO THE A10 PARKING LOT ACROSS FROM LINDERO HALL BY 1 PM ON 2/26.	PICK UP AFTER 4 PM. ON 2/26. WORK ADDED 2/24/10 PER TANIA GARCIA EMAIL	
7	CUSTODIANS: DELIVER ONE TRASH AND ONE RECYCLE CAN TO A10 PARKING LOT ACROSS FROM LINDERO HALL BY 1 PM ON 2/26.	PICK UP AFTER 4 PM. ON 2/26.	
8	CARPENTERS: ZIP TIE CHARIS TOGETHER. MINIMUM 3 CHIARS PER SET.		

Labour					
Employee	Craft	TransDate	Description	Account	Hours
AMES1	FAC	2/25/2010	ZIP TIE CHAIRS TOGETHER	580094-GD901-330-00000-00000-00000	1.5
AMES1	FAC	2/26/2010	TIE CHAIRS TOGETHER WITH ZIP TIE AT SALON A FOR YUNUS	580094-GD901-330-00000-00000-00000	1.5
AZUM1	CUS	2/26/2010	DELIVER CANS TO PARKING LOT A	580094-GD901-340-00000-00000-00000	0.5
DCAR2	LAB	3/1/2010	BREAK DOWN EVENT IN SALON A	580094-GD901-340-00000-00000-00000	1
DCAR2	LAB	2/26/2010	DELIVER TABLES TO PARKING LOT FOR EVENT	580094-GD901-340-00000-00000-00000	1
DFOX1	GAR	2/26/2010	UNSTRAP CHAIRS, OBTAIN AND DELIVER MAT	580094-GD901-340-00000-00000-00000	1.25
GGON1	CUS	2/25/2010	DELIVER TRASH CANS SALON A	580094-GD901-340-00000-00000-00000	1
GGON1	CUS	2/22/2010	CLEAN SALON A	580094-GD901-340-00000-00000-00000	2
GGON1	CUS	2/23/2010	CLEAN SALON A EVENT	580094-GD901-340-00000-00000-00000	2
GSOL1	CUS	2/22/2010	CLEAN SALON A	580094-GD901-340-00000-00000-00000	1
GSPE1	ELE	3/1/2010	CHECK LIGHTING FOR EVENTS	580094-GD901-330-00000-00000-00000	1
GSPE1	ELE	3/2/2010	REPAIR FIXTURE	580094-GD901-330-00000-00000-00000	1
GSPE1	ELE	3/4/2010	CHECKED PHOTO CELL OPERATION AND SCHEDULES	580094-GD901-330-00000-00000-00000	1
MGUZ1	CUS	2/26/2010	CLEAN SALON A AND TRASH	580094-GD901-340-00000-00000-00000	2
OALV1	CUS	2/26/2010	CLEAN SALON A AND TRASH	580094-GD901-340-00000-00000-00000	2
RCAL1	ENG	2/25/2010	TURNED ON STEAM AND BLOWER	580094-GD901-330-00000-00000-00000	0.5

			FOR SALON A FOR SCHEDULED EVENT			
RCAL1	ENG	2/26/2010	RE-ADJUSTED STEAM SUPPLY/ TEMP FOR SALON A	580094-GD901-330-00000-00000-00000	1	
RELL1	CAR	2/26/2010	FIRE WATCH, ASSIST AMBER WITH ALL NEEDS	580094-GD901-330-00000-00000-00000	7.5	
RELL1	CAR	2/25/2010	ZIP-TIE CHAIRS (RAN OUT OF ZIP-TIES, ORDERED MORE)	580094-GD901-330-00000-00000-00000	1.25	
SCON1	LAB	2/25/2010	SET UP @ SALON A	580094-GD901-340-00000-00000-00000	1	
SCON1	LAB	3/1/2010	BREAK DOWN SET UP IN SALON A	580094-GD901-340-00000-00000-00000	1	

Materials

Item #	Description	Unit	Account	Qty	\$/Unit	Total \$
1506	CABLE TIE, BLACK 7-1/2"	EA	660003-GD901-370-00000-00000-00000	183	\$0.07	\$13.87
5241	CABLE TIE, 8" BLACK	EA	660003-GD901-370-00000-00000-00000	100	\$0.05	\$5.41
5241	CABLE TIE, 8" BLACK	EA	660003-GD901-370-00000-00000-00000	414	\$0.02	\$8.96

Credit Summary

Account	Amount
	\$0.00
580094-GD901-330-00000-00000-00000	\$623.90
580094-GD901-340-00000-00000-00000	\$377.88
660003-GD901-370-00000-00000-00000	\$28.24
Grand Total:	\$1,030.02

Comp Remark:

<input checked="" type="checkbox"/> Complete	EQ Meter:	By:	Date: 3/25/2010	Hours: 32
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Department Approval:

Ah Veidym

Date:

4 / 7 / 10

SIGN AND RETURN TO OPC



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Roadrunner Shuttle

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Call (805) 389 8196
Visit www.rrshuttle.com
2/28/10 1:41 pm
Page No: Page 1 of 2

Mary,
Your copy
K.

CSUCI - MAIN ACCOUNT
ONE UNIVERSITY DRIVE
CAMARILLO CA
93012

Invoice No : 3785
Invoice Date : 02/28/2010
Due Date : 03/10/2010
Term : Net10 Day (s)

Reservation#	Arv/Dep	Sch Date	Last Name Service	PSGR Source	Destination	Fare	Disc	Disc Fare
659306	Dep	2/26/10	CSUCI SB	50 OXNARD	Thousand Oaks	410.00		410.00
659307	Dep	2/26/10	CSUCI SB	50 OXNARD	THOUSAND OAKS	410.00		410.00
659308	Dep	2/26/10	CSUCI SB	50 OXNARD	THOUSAND OAKS	410.00		410.00
659315	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00
659316	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00
659318	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00
659319	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00
659322	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00
659324	Dep	2/26/10	CSUCI SB	50 CAMARILLO	THOUSAND OAKS	410.00		410.00



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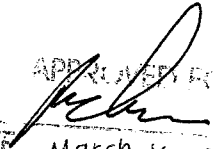
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Page No: Page 2 of 2

Total \$

3,690.00 0.00

3,690.00

APPROVED FOR PAYMENT
BY 
DATE March 16, 2010
ACCT 660003 - TK910-820-90275
CONTRACT/PO 0000008258
PARTIAL PAYMENT ✓
PARTIAL INVOICE