

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 the 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:

Project Sponsor/Staff (Name/Phone): Andrea Grove, x3124 / Tacey Burnham, x2608 Activity/Event Date(s): Model United Nations conference, November 12-14 Date Funding Needed By: July 2010

**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: x Field Trip □ Equipment Purchase □ Participant data collection for public □ Event □ IT Requirements dissemination, i.e. interviews/surveys that result is a journal/poster session/newsletter □ International Travel □ Space/OPC Requirements □ Risk Management Consultation □ Infrastructure/Remodel □ Late Submission (Passed Deadlines: Fall 3/15, Spring 10/15) □ Other Previously Funded: xYES and Yes, Request # _____ Does your proposal require IRB (Institutional Review Board) approval: a Yes xNo Assessment submitted for previously Funded Activity: xYES and Academic Program or Center Name and Budget Code: Center for Community Engagement 833 Date of Submission: 15 March 2010 Amount Requested: \$7180.00 (Should match item 2. E. on page 4) Estimated Number of Students Participating: 10

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

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 <u>prior</u> 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.

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

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.

Model UN events are academic conferences for students that provide students with a unique opportunity to develop an understanding of the complexity of specific issue-areas in global politics. Benefits for students include skill development in policy research, conflict analysis, thinking from different perspectives, negotiation, and public speaking. Students are also able to interact with a diverse range of students from around the region. These are all qualities that benefit any major, as well as more specifically related political science majors, communications majors and global studies minors. However, we plan to encourage interdisciplinarity in the team, and as part of the application and selection process will choose a team from a cross section of majors. We now have a team as well as a new student club (International Relations Club).

This application is for funding to take students to one Model UN event in the fall, in Seattle (Northwest Model UN). The budget below is estimated for ten students, limited due to the expense of flights.

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.

Model UN is integrally related to several courses: POLS 490 which is a special topics course about the Model UN offered during Spring 2010 and 2011. POLS 329, International Law and Organizations, is offered most academic years. In addition, the subject matter for all Model UN conferences is germane to POLS 103, Introduction to International Relations (offered every semester). Further, it is related to the subject matter in COMM 320, Persuasion & Argumentation, COMM340 Conflict Management and Mediation and COMM 430 Political Communication.

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.

As noted, the primary educational goals for participation in Model UN are skill development in policy research, conflict analysis, thinking from different

perspectives, negotiation, and public speaking. Students are evaluated based on their exhibition of these skills.

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

The main areas for which funding is needed are flights and airport transportation, registration fees, and hotel costs. Students will pay for their own food.

Northwest Model United Nations Conference, Seattle, WA

Arriving morning of Nov 12, departing morning of Nov 15

Flight estimates: \$325 round trip (Alaska Airlines) x 12 = \$3900

Airport transportation: \$500 (estimate high because exact cost unknown)

Hotel fees: Delegates will need to stay three nights. Room price is approximately \$150.00; estimated need for five rooms to accommodate the male-female mix and advisors. Total: \$2250

Registration fees: \$45 per student (10) and \$30 for 2 advisors; \$50 institution fee. Total: \$530

Overall total: \$7180

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

None.

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

Signatures and Dates

Project Sponsor

Program Chair/Director

Date

A-LV and Ass

Dean

Signatures and Dates

3-/1-2010

3-/1-2010

Date

3/15/240

Date

for 10 straints.

Application Instructionally Related Activities Funds Request 2009-2010 Academic Year

ACTIVITY BUDGET FOR 2009-2010

I. Operating Expense Budget	
A. Supplies	
B. Vendor Printing	
C. In-State Travel	
D. Out-of-State Travel	\$6650
E. Equipment Rental	
F. Equipment Purchase	
G. Contracts/Independent Contrac	tors
H. Honorarium	
I. OPC Chargeback	
J. Copier Chargeback	
K. Other (Please Specify)	Registration fees: \$530
TOTAL Expenses	\$7180
2. Revenue A. Course Fees B. Ticket Sales C. Out of Pocket Student Fees (exclusive of course fees) D. Additional Sources of funding (Please specify And indicate source)	
E. Requested Allocation from IRA	\$7180
Total Revenue	



Instructionally Related Activities Funds (IRA) 2010-2011 Academic Year

Budget Request & Program Set-Up

Date:

August 24, 2010

To:

Accounting & Budget

From:

Mary Devins

Subject:

IRA Funding Transfer Request # 355

IRA Approved Campus contact: Andrea Grove Faculty Support Coordinator: Mary Devins

	Program Set-Up
Name of Program (limit to 30 characters)	Model UN

		IRA Fun	ding Source	
Account	Fund	Dept	Program	Monetary Amount
660003	TK910	833	90313	\$7180

Fiscal Year for Budgeting and Spending: 2010/2011

*** Program codes will become inactive at the end of the Budgeted/Spending Fiscal Year ***

IRA Committee Representative

Date

Accounting Department

Date

Attached: Applications for Approval Signed by University President or Representative Provost/Dean. Please return copy of completed/signed form to Mary Devins, Academic Affairs.

Budget Office Use

Program Set-Up:	PS Finance Chartfield	Notification	Update PubChartfield
Budget Set-Up:	Budget Journal Entry	Journal Entry#	Completed Date

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RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: Northwest Model UN	
Activity Date(s) and Time(s): Nov 11-Nov 14, 2010	
Activity Location/Facility: Deca Hotel, Seattle, WA	

In consideration for being allowed to participate in this Activity, I release from liability and waive my right to sue the State of California, the Trustees of the California State University, which own and operate California State University, Channel Islands and their employees, officers, volunteers and agents (collectively "University") from any and all claims, including the University's negligence, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of the Activity location(s) or facility(ies).

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I agree to hold the University harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University.

If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.

I am 18 years or older. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.

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Participant Name: Tara lawrence Date: 10/14/10

Signature:

One University Drive Camarillo, California 93012 Tel 805-437-8400 Fax 805-437-8424

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Participant Name: MANDS HAVA Date: 10 -13 -10

Signature: MANDS HAVA One Univ One University Drive Camarillo, California 93012 Tel 805-437-8400 Fax 805-437-8424

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AN	orthwest Model UN
Activity: -	
Activity D	ate(s) and Time(s): Nov. 11-Nov. 14, 2010
Activity I	ocation/Facility:
Activity L	Joan Country.

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Activity Location/Facility:	-31

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Participant Name: Casa Penn Date: 10/20/10

Signature: One University Drive Camarillo, California 93012
Tel 805-437-8400
Fax 805-437-8424



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Participant Name: COVRTNEY CONDOM Date: OCT 25 200

Signature: One University Drive Camarillo, California 93012 Tel 805-437-8400 Fax 805-437-8424

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Participant Name: Mackenzie Garcia Date: 10/24/2010

Signature: Mackemel Yavia One Uni Camarille

One University Drive Camarillo, California 93012 Tel 805-437-8400 Fax 805-437-8424

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RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: Northwest Model UN	
Activity Date(s) and Time(s): Nov 11-Nov 14, 2010	
Activity Location/Facility: Deca Hotel, Seattle, WA	
In consideration for being allowed to participate in this Activity, I release from liabis sue the State of California, the Trustees of the California State University, which ow State University, Channel Islands and their employees, officers, volunteers and agent "University") from any and all claims, including the University's negligence, resultillness (including death) or economic loss that I may suffer because of my participating including any travel to and from the Activity.	n and operate California ts (collectively ting in any physical injury,
I am voluntarily participating in this Activity. I understand that there are risks, such a psychological injury, pain, suffering, illness, disfigurement, temporary or permanent which may occur from my participation in this Activity. These injuries or outcomes other's actions, inactions, negligence, or from the condition of the Activity location (sometheless, I assume all related risks, whether known or unknown to me, of mactivity, including travel to and from the Activity.	t disability or even death, may arise from my own or s) or facility(ies).
I agree to hold the University harmless from any and all claims, loss or damage t liabilities and costs, including attorney's fees, as a result of my participation in this to and from the Activity. If the University incurs any of these types of expenses, I agustion University.	is Activity, including travel
If I need medical treatment, the University is authorized to obtain medical treatment responsible for any costs of such treatment. I agree that I will not hold the University resulting from any medical treatment. I am aware that the University does not provid and I should carry my own health insurance.	y responsible for any claims
I am 18 years or older. I have read this document, and I am signing it freely. I under consequences of signing this document, including (a) releasing the University from the university, (c) and assumption of all risks of participating travel to and from the Activity.	rom all liability, (b) waiver
I understand that this document is written to be as broad and inclusive as legally per California. I agree that if any portion is held invalid or unenforceable, I will continu remaining terms.	rmitted by the State of are to be bound by the
Participant Name: College Lunie Date: 16/26/10	
C	One University Drive Camarillo, California 93012 Tel 805-437-8400 Tax 805-437-8424

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RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: Northwest Model UN	
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Nov 11-Nov 14, 2010	
Activity Date(s) and Time(s): Nov 11-Nov 14, 2010	
Deca Hotel, Seattle, WA	
Activity Location/Facility: Deca Hotel, Seattle, WA	

In consideration for being allowed to participate in this Activity, I release from liability and waive my right to sue the State of California, the Trustees of the California State University, which own and operate California State University, Channel Islands and their employees, officers, volunteers and agents (collectively "University") from any and all claims, including the University's negligence, resulting in any physical injury, illness (including death) or economic loss that I may suffer because of my participation in this Activity, including any travel to and from the Activity.

I am voluntarily participating in this Activity. I understand that there are risks, such as physical and/or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability or even death, which may occur from my participation in this Activity. These injuries or outcomes may arise from my own or other's actions, inactions, negligence, or from the condition of the Activity location(s) or facility(ies).

Nonetheless, I assume all related risks, whether known or unknown to me, of my participation in this Activity, including travel to and from the Activity.

I agree to hold the University harmless from any and all claims, loss or damage to my personal property, liabilities and costs, including attorney's fees, as a result of my participation in this Activity, including travel to and from the Activity. If the University incurs any of these types of expenses, I agree to reimburse the University.

If I need medical treatment, the University is authorized to obtain medical treatment for me. I will be financially responsible for any costs of such treatment. I agree that I will not hold the University responsible for any claims resulting from any medical treatment. I am aware that the University does not provide health insurance for me and I should carry my own health insurance.

I am 18 years or older. I have read this document, and I am signing it freely. I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) waiver of my right to sue the University, (c) and assumption of all risks of participating in this Activity, including travel to and from the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name: BRANDON CLARY Date: OCT, 26th 2010

Signature:

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RELEASE OF LIABILITY, WAIVER OF RIGHT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

Activity: Northwest Model UN
Activity Date(s) and Time(s): Nov 11-Nov 14, 2010
Activity Date(s) and Time(s):
Activity Location/Facility: Deca Hotel, Seattle, WA

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I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Participant Name: /\ndre Ross Date: 11	18/10
Signature: MM	One University Drive Camarillo, California 93012 Tel 805-437-8400 Fax 805-437-8424