Instructionally Related Activities Funds (IRA)
__2011-2012__ Academic Year

Budget Request & Program Set-Up

Date: 6/27/11

To: Budget Office

From: Mary Devins

Subject: IRA Proposal #420 Global Histories & Their Futures

IRA Approved Campus contact: Rainer Buschman
Faculty Support Coordinator: Chanda Cunningham-Spence

Program Set-Up	
Name of Program (limit to **30 characters**)	Global Histories & Their Futures

IRA Funding Source				
Account	**Fund**	**Dept**	**Program**	**Monetary Amount**
660003	TK910	740	90361	$1200

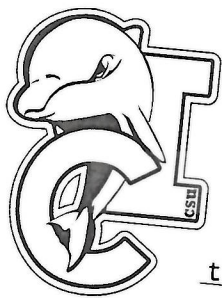| Fiscal Year for Budgeting and Spending:	2011-2012

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

(signature) 6/27/11
IRA Committee Representative   **Date**

(signature) 7/27/11
Budget Department   **Date**

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:	CFS Chartfield	✓	Notification	✓	Hyperion Set-Up	✓
Budget Set-Up:	Budget Journal Entry		Journal Entry #		Completed Date	

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

Application
tructionally Related Activities Funds Request
2011-2012 Academic Year
DEADLINE: Fall and Academic Year 3/31/11
Spring 2012 deadline is 10/31/11

Applications must first be sent to the appropriate program chair. Chairs will then 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: Mortar Board National Honor Society

Project Sponsor/Staff (Name/Phone): Andrea Grove, x 3124

Activity/Event Date(s): Summer 2011, Spring 2012

Date Funding Needed By: June 15, 2011 (for framing); January 20, 2012 (for ceremonies)

**Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2011 and for Spring Requests early January 2012.*

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

☐ Equipment Purchase
x Event
☐ IT Requirements

☐ Field Trip
☐ Participant data collection for public dissemination, i.e. interviews/surveys that

☐ International Travel

result is a journal/poster session/newsletter

☐ Space/OPC Requirements
☐ Infrastructure/Remodel
x Other __Framing of Charter__

☐ Risk Management Consultation
☐ Late Submission

Previously Funded: ☐YES   xNO   Yes, Request # _____

Does your proposal require IRB (Institutional Review Board) approval:
☐Yes   xNo

Assessment submitted for previously Funded Activity: ☐YES   ☐NO

Academic Program or Center Name and Budget Code: n/a

Date of Submission: 28 March 2011

Amount Requested: $2649
(Should match item 2. E. on page 4)

Estimated Number of Students Participating: 10, plus new members up to
50

<u>Application</u>
<u>Instructionally Related Activities Funds Request</u>
<u>2011-2012 Academic Year</u>

Conditions and Considerations

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

Events-For a large event, consultation with the events coordinator is recommended.

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 - 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.

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.

At the direction of University President Richard Rush, a chapter of Mortar Board was established at CSU Channel Islands in 2011. Mortar Board is the premier national honor society recognizing college seniors for superior achievement in scholarship, leadership and service. Membership is synonymous with dedication and success. Mortar Board members are not only recognized as the top scholars and leaders on their campuses, but are presented with the unique opportunity to join a diverse group of students from vastly different disciplines and interests. With its emphasis on scholarship, Mortar Board encourages excellence in students in any program or major.

Organizers of the first chapter included Dean Dennis Muroaka, students, administrators, and founding faculty Professors Tracylee Clarke, Andrea Grove, and Sean Kelly.

The chapter name adopted by the organizers was the "Four Pillars Chapter." This name was intended to reflect the four pillars of the university's student-centered mission: Interdisciplinarity, community engagement, international perspectives, and multicultural perspectives, the four values reflected in Channel Islands graduates.

Our chapter slogan "Strength in diversity, service to community" was intended to reflect the diverse and multicultural nature of our student body, and the Chapter's commitment to serving our local community. The first fifteen students were initiated into the Four Pillars Chapter on March 28, 2011.

We request $2399 to cover the costs of the tapping ceremony and initiation ceremony for the Mortar Board National Honor Society, and also costs related to membership selection such as copying. We request $250 for the professional framing of the Charter of the Four Pillars Chapter, which we hope to hang in the library. Mortar Board is an unfunded initiative of the CI administration. As the Four Pillars Chapter becomes established on campus and in the community we anticipate that fundraising will allow us to self-fund these events.

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.

As noted above, with its encouragement and rewarding of academic excellence in all programs and disciplines, Mortar Board's ideals are an integral part of all courses.

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.**

Success can be measured by the occurrence of the membership selection process, the holding of the tapping ceremony, and the execution of the initiation ceremony. For the framing, success is a professionally framed historic document for display in a prominent campus location.

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

Copying for selection process (mandated process requires paper copies) $100

Tapping ceremony/dinner

   Food: approx. $15 per person @ up to 65 people = $975

   OPC costs: $200 estimate

Initiation ceremony

   Food: approx. $8 per person @ 80 people = $640

   OPC costs: $200 estimate

   Parking: $3 per car; $40 signs= estimate 15 cars= $85

   Program printing: $50

   Candles: $50

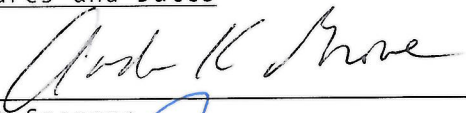   Floral arrangements: $12 each x 2 for 2 tables; $75 podium piece= $99

Charter framing: $250

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

None at this time; the Dean's office provided one-time funding for the 2011 ceremonies.

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

<u>Signatures and Dates</u>

_____   3/28/11
Project Sponsor   Date

_____
Program Chair/Director   Date

_____
Dean of the Faculty   Date

ACTIVITY BUDGET FOR **2011-2012**

1. Operating Expense Budget
   - A. Supplies $1714 (food, floral)
   - B. Vendor Printing
   - C. In-State Travel
   - D. Out-of-State Travel
   - E. Equipment Rental
   - F. Equipment Purchase $50 (candles)
   - G. Contracts/Independent Contractors
   - H. Honorarium
   - I. OPC Chargeback $400
   - J. Copier Chargeback $150
      - K. Other (Please Specify) $250 professional framing; $85 parking ($335 total)

      TOTAL Expenses $2649

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)

      Total Revenue $0

   - E. Total Requested from IRA
      $2649