



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

Application
Instructionally Related Activities Funds Request
2013-2014 Academic Year

**DEADLINES: Application Submitted to AVP:
 Fall and Academic Year 2013-14: 03/01/13
 Spring 2014 deadline: 10/01/13**

Submittal Process: Applications must be first be signed by your program chair and then submitted to the appropriate AVP for approval. AVP's will next forward application to the IRA Coordinator for review. If there are questions or concerns, you may be asked for revisions or additional information. The IRA Coordinator will then forward applications to the IRA Committee for consideration.

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.

Duplicate requests- if Sponsor is submitting multiple proposals for recurring events involving speakers, musicians, etc., please combine your requests into one proposal.

Activity Title: The Island Fox Literary Journal

Project Sponsor/Staff (Name/Phone):
 Professor Joan K. Peters 437-8448

Activity/Event Date(s):
 Island Fox Literary Journal

Date Funding Needed By:
 January 2014

***Please Note that for Fall Requests the earliest that you will be notified of funding availability will be early June 2013 and for Spring Requests early January 2014.*

Previously Funded? YES NO If Yes, what Semester/Year? Annually
 Proposal(s) # 407, 471

***If previously funded, please attach copy of post-event IRA Report**

Report submitted for previously Funded Activity?: (YES) NO *1 of them*

Academic Program or Center Name: English: Literature and Writing

GD901-730

Estimated total Course Fee revenue:

Amount Requested from IRA: \$4,000

(Should match "Total Requested from IRA" on Page 5)

Estimated Number of Students Participating: 12 Students on editorial board, @ 100 students submitting writing, student designer and student advisory board, approximately 4.

Conditions and Considerations

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

Artist/Performer/Speaker Fees & Honoraria- On the Activity Budget, please indicate whether the vendor's price was set by you / CI representative, or is a fee that was set by the vendor themselves.

Large Event- For a large event, consultation with the campus Event Coordinator's office at (805)437-8548 is required.

Equipment Purchase- If requesting large equipment purchase -over \$200, or will be a fixture installed on campus- Project Sponsor must show proof of correspondence with OPC Administration. In addition, all other purchases must follow Procurement Guidelines.

Field Trip- Sponsor must comply with all policies found at <http://www.csuci.edu/hr/AcademicFieldTripGuidelinesandForms.htm>. If approved, Identified Risks of Participation and Release Agreement must be submitted for each student to the Program Office (Public Folders-HR Forms).

Involves Human Subject Data Collection for Public Dissemination -Requires IRB Approval. If Project Sponsor proposes to conduct research with human participants, the proposal may be subject to Institutional Review Board for the Protection of Human Subjects (IRB) review. All research that involves any type of interaction with human subjects – from simple surveys to complex biomedical procedures – must be reviewed and approved by the IRB *prior* to starting the research. Data for "Public Dissemination" indicates interviews/surveys that result in a journal/poster session/newsletter, etc.

Exempt from IRB Approval –If your project is exempt from IRB review, include copies of correspondence with IRB Board. 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.

IT Requirements- If your activity has IT requirements, your application requires proof of correspondence and approval from IT Administration.

International Travel- Requires International Travel application be submitted to Center for International Affairs. Include copy of CIA budget and course syllabus in your IRA application.

Risk Management Consultation-Events that involve or engage students directly with a performer or artist (i.e. in a workshop or other than as a passive audience member) will require consultation with Risk Management. 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.

Other -

Application
Instructionally Related Activities Funds Request
2013-2014 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.

The Island Fox is a professional quality literary review, the purpose of which is to present creative writing from students currently attending CSUCI as well as alumni. It showcases pieces of fiction, poetry, creative non-fiction, and drama. The program is linked specifically to the Creative Writing emphasis, but will entertain submissions from any student, regardless of major. The literary review will be circulated throughout the campus upon publication, as well as throughout the surrounding community. At its core, the goal of the review is to invest in the talent and potential of CSUCI students, as well as increase interest in and support of the English/Creative Writing department. A circulated, professionally published review would bolster interest and foster creativity not only among students, but in the community as well. This year we will also linking with the Performing Arts program to create performances for some of the materials.

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.

The literary review is directly linked to ENGL 465, the Creative Writing Project. The objective of the class is to produce the literary review in its entirety, from concept to distribution. Enrolled students will make up the Chief Editorial Board, and be responsible for enlisting additional editors to help with the work load (most of which will come from the English Department). Additional courses related to the project: ENGL 360, ENGL 461, ENGL 462, ENGL 463, ENGL 464.

3. **Learning Outcomes.** List all expected learning outcomes, as connected specifically with each course listed in #2.

Students will 1) master the art of productive collaborative work, 2) they will systematize the evaluation process, 3)they will discuss all aspects of business management 4)they will discuss effective components of submitted stories and determine a criteria to judge literary merit for inclusion 5) they will articulate their literary values and goals for the publication in a letter to the readers, 6)they will develop criteria to evaluate their own and peer contribution to the collective effort 7) they will meet deadlines, goals, payroll and payment to vendors, having mastered responsible negotiating.

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

Submitted along with this proposal is a learning assessment by each participant in the form of "Notes for Next Year."

5. **Activity Budget.** Please enclose a complete detailed budget of the entire activity. **Bold** specific items that you are requesting IRA to fund (Page 6).
6. **International Trips.** If your event is an international trip submitted through the Center for International Affairs, you must include a copy of the program budget as submitted to CIA (to ensure congruency between the two budgets), as well as a copy of the course syllabus.
7. **Sources of Activity Support.** Please list the other sources of funding (including course fees), and exact expected amounts of additional support for the activity.
8. **Audience/ Marketing/Promotions.** Who is your intended target audience? How will your event be advertised to students?

The Island Fox literary journal is intended for the entire university and community. This year 300 copies were distributed through out the campus for free.

9. **Sustainability.** If appropriate, indicate how the content or delivery of the project promotes sustainability at CI.
10. **Images.** For previously funded IRA activities, include copies of images from past IRA activity or activities, demonstrating student participation and levels of students served.

Images of the team working as well as the reading are available on our website.
www.TheIslandFox.com.

11. **Acknowledgment.** Project Sponsor and Program Chair acknowledge that they have reviewed and accepted the Conditions and Considerations herein.

May 16, 2013

Dear IRA Committee,

We are requesting the full \$4,000 grant as in all the past years of the annual *Island Fox* Project. This year the actual printing cost was almost \$1,000 less than previous years, however, this was a fluke. Because we overlooked the using top, bottom, left and right margins, we had many fewer pages than we should have had, and that next year's *Fox* Class will surely want. This year some of the members of the *Fox* Class were generous enough to cover some of the cost of printing flyers and such, which next year's class may not be able to do. So although this year's overall budget was less than \$4,000, it is unlikely that the next class will be able to produce a well-designed journal for less.

Sincerely,

Kait Lukk
Budget Director
The Island Fox 2013

IRA Travel Activity Budget

2013-2014



INSTRUCTIONALLY
RELATED
ACTIVITIES
C H A N N E L
I S L A N D S

Activity Title:

		Sponsor Name:			
		Number of Students Participating			
		Number of Faculty			
I	Students traveling expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation			0	
	Hotel Accommodations			0	
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Vehicle/Van Rental			0	
	Other:			0	
	STUDENT TRAVEL TOTALS	0		0	
II	Faculty Traveling Expenses:	Cost/ea	# Requested	Total	Comments/Additional Notes
	Airfare			0	
	Ground Transportation			0	
	Hotel Accommodations			0	
	Registration Fees			0	
	Entrance Fees			0	
	Meals			0	
	Cultural Activities			0	
	Other:			0	**
	FACULTY TRAVEL TOTALS	0		0	
III	Operating Expense Budget	Cost/ea	# Requested	Total	Comments/Additional Notes
	Publicity	250		250	For breakdown of the budget see attached form
	Other: Printing	3000		3000	
	Other: Designers	750		750	
	OPERATING EXP. TOTALS	4000		4000	
IV	Out of Pocket Student Expenses	Cost/ea	# Requested	Total	Comments/Additional Notes
	Health Insurance			0	
	Tuition/Registration			0	
	Travel Insurance			0	
	Out of Pocket Meals			0	
	Other:			0	
	STUDENT EXP. TOTALS	0		0	
V- Total costs of the trip- Please Note that Formulas Calculate Automatically					
	Total Student Traveling Expenses			0	
	Faculty Travel Expenses, if funded at 100%			0	
	Operating Expenses, if funded at 100%			4000	
	TOTAL IRA FUNDING REQUESTED			4000	
	Out of Pocket Student Expenses			0	Not funded by the University
UNIV 391/392 & International Trips only					
	Maximum IRA student funding @ 2/3rd of student total cost			0	
	1/3 of total cost payable by students through course fee			0	
	TOTAL IRA FUNDING REQUESTED FOR INT'L TRIPS				
	Out of Pocket Student Expenses			0	Not funded by the University

Budget Breakdown

\$4,000

Printing \$3,000

Designers \$750

- Cover Designer \$150
- Publication Designer \$600

Publicity \$250

- Photocopying \$100
- Ad in CI View \$150

407

Instructional Related Activities
Report Form

SPONSOR	DEPARTMENT
Joan K. Peters	English

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Island Fox Literary Journal	Spring, 2012

PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.

STUDENTS IN ENGLISH 465 PRODUCE THIS ANNUAL LITERARY JOURNAL. THE JOURNAL, INCLUDED HERE, WILL FULLY ILLUSTRATE THE WORK INVOLVED AND THE SCOPE OF THEIR PROJECT, WHICH IS DISTRIBUTED TO THE ENTIRE UNIVERSITY. THE STUDENTS OWN EVALUATION AND REPORT, INCLUDED HERE, DESCRIBES EVERY ASPECT OF THEIR WORK AND THEIR GUIDELINES FOR THE NEXT GROUP. IT CONTAINS THEIR INDIVIDUAL ASSESSMENT OF THEIR WORK.

****Please attach assessment forms from students, list of attendees, peoplesoft program**

Instructional Related Activities
Report Form

SPONSOR	DEPARTMENT
English Program Joan K. Peters	English

ACTIVITY TITLE	DATE (S) OF ACTIVITY
Island Fox Literary Journal	January 2012-May2012

PLEASE EXPLAIN (1) DESCRIPTION OF ACTIVITY; (2) HOW DID THE ACTIVITY RELATE TO A COURSE(S); AND (3) WHAT YOU LEARNED FROM THE PROCESS.

AS ALWAYS, *THE ISLAND FOX* IS CREATED AND PRODUCED BY STUDENTS IN ENGLISH 465, THE CREATIVE WRITING PROJECT. THE ACCOMPANYING DOCUMENT IS A SUMMARY WRITTEN BY THE STUDENTS OF WHAT THEY ACCOMPLISHED, WHAT THEY LEARNED, AND THEIR ADVICE FOR THE NEXT YEAR'S GROUP. SINCE THERE IS NO SET EVENT, THERE IS NO "ASSESSMENT" INCLUDED. HOWEVER, *THE ISLAND FOX* IS DISTRIBUTED FOR FREE THROUGHOUT THE UNIVERSITY AND IS ALSO AVAILABLE ON LINE. THE CREATIVE WORK OF ALMOST FIFTY STUDENTS AND INCLUDED ALMOST ALL OF THEM IN *THE ISLAND FOX* READING IN WHICH THE STUDENTS READ THEIR WORK FROM *THE ISLAND FOX*. THIS IS A PUBLIC EVEN ATTENDED BY MANY FACULTY, STUDENTS, AND FAMILY MEMBERS.

The Island Fox 2013

Notes and Reflections

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Art Director

To the 2014 Art Director, hello! And welcome to *The Island Fox*. It's a tedious process, but it's worth it when you see the finished product: a journal (not a book!) that you have all created!

Every role is important to the development, but I'd say if you've chosen the Art Director position you've taken on a lot of responsibility.

I guess the best place to start on how I got things done is at the beginning.

The first two or so weeks the class focused on submissions and getting the word out about our journal. During this time I worked with the Publicity Director to create two or three flyers that we posted over campus. On the posters I was sure to put relevant information for those interested, i.e., submission requirements, submission deadlines, and our contact info (we created a Facebook page!). If putting up posters is what you and your team decide to do, and I suggest it, then you have to print out 44 and take them to the Student Union help desk. They will take 4 from you and instruct you to which room in the Bell Tower to take the other 40. This way, all the flyers are put up "officially" by the school and can stay up for a week. I suggest the fliers be a normal size 8 ½ by 11" paper at least so it's noticeable. Also, make smaller ones (maybe 6 on a page) to hand out to people and put on tables or registers at the Student Union. Save the receipts for printing costs and give them to your budget director who should have made a budget for printing. They can then reimburse you.

After submission advertisements were taken care of I started on the advertisements for a cover designer. This is a tiresome process especially when you realize how hard it might be to find one. We had one of *The Island Fox* team members in our 2013 class create a cover on his own, so I wasn't too worried about not having anything, but everyone agreed they would like at least a few options. We then considered maybe hiring two different designers to do the cover and the inside of the book (page layout) separately.

This was an appealing option as we already had contact with an Island Fox staff member from the 2012 class, Justin Formanek, who had done the layout that year and knew what he was doing. Here we had to decide, who to pay? Did we have enough money for two designers? Initially we had decided to pay only Formanek for his work (\$500) because it required so much time and attention to detail. But after advertising for a cover designer with only name recognition in the journal as a prize, we realized we might need offer money to encourage people to submit designs; we added a \$100 prize to the designer we would select.

I went to the Graphic Design classes and before the class started announced our submission guidelines, I put up fliers in the Bell Tower, advertised on Facebook, and got in touch with the Art version of English Program's Carmen Delgado, Hilda Ocampo-Art Faculty Support Coordinator. Definitely contact her to send out an email with your advertisement for Graphic Designers to all the art students. The information we provided to anyone interested was submission deadlines and guidelines (book dimensions, what you want it to say on the outside, and how many colors you want to limit it to). Book dimensions this year were 9" by 6" but if I

were you I would push for the 8 ½ by 5 ½ book dimensions, because ours I think was too large. At the end of the cover submission deadline we as a group picked a design and awarded the artist \$100. I suggest maintaining constant contact with the person you chose, because most likely you will need changes made to the cover art.

VERY IMPORTANT: We used UBuildABook in Camarillo for the second year in a row. While we were planning with them we had no idea the cover was suppose to be using a set dimensions template. If you use UBuild again because of their proximity to the school and inexpensive prices, be sure to put in the book dimensions you want and the page numbers you're expecting to have into the dimensions calculator located on their website, and put this info in the Graphic Designer advertisement to make things as easy as possible for you and The Fox staff later. You have to work very closely with the cover designer you choose and UBuild (or any other printing company) so you can hit all your deadlines. This year we ordered 300 journals. Once everything is set up, you will be in charge of overseeing the proof before they make all of those 300 copies. Take it home and look it over for any errors. Make sure to pass it around to other staff members too; everyone should look to make sure it works.

Then there's the finale: *The Island Fox* Reading and the release of the journal. Seeing all that hard work in printed form feels good. I hope you have as much fun as I did with your work and your fellow classmates. Just remember to be open to and listen to everyone's ideas.

Good Luck!

Alison Lucking
2013 Art Director

Budgeting Director

Dear Prospective Budgeting Director,

I know what you are thinking, “I hate freaking math! Would I want this job?” I thought the same exact thing. But really it’s not a big deal. To be quite honest it is one of the easier jobs if you’re on top of it. You may even feel that you are not doing enough work and take on extra jobs like I did. Yes, this job will be a lot of paper work. Yes, it does involve math. And, yes, it does require networking skills such as meeting once a week with the IRA liaison. But it is the most rewarding jobs on the team, and at the end of the year you will feel like a professional badass.

Let me take you through this step-by-step. The first thing you will have to do is write a letter to the IRA committee explaining how you will use the funds given to you. You will want to do this soon, like today if possible. It takes about a week or two for the IRA to process anything so getting it done sooner is *way* better. Last year the budget was only specified for printing, \$3,000, and for designing, \$1,000.

Your job as the Budgeting Director will be to plan out the specifics on how the budget is spent. I left the printing budget alone because without knowing how big the journal will be I did not know how much we would spend on printing it. I took the conservative route; you can be as risky as you want. But I would recommend leaving that alone.

Anyway, the formatting of the letter is very simple, as you will see in the form attached titled *Letter to the IRA*, all you need to do is explain dollar for dollar how you will use the funds given to you. Well okay it does sound pretty tedious but you will get through it. This is the most math you will have to do all semester. Other than that it is just factoring out how much has been spent and what is left in the budget. Our team came way under budget, so my advice is to use as much of the funds as you can. Next year’s team will thank you for it. But we will get to that later.

While figuring out how to use the funds, you and the rest of the team will have to figure out how much to pay your cover designer and publication designer. Our team was super naïve thinking that someone would just volunteer to design a cover, so we ended up setting up a contest to generate covers and offered up \$100 dollars as a prize. Before offering up the prize for the covers, only the designs we received were from our managing director Todd and one other from a volunteer. I would recommend doing something similar early on so that there are multiple options for the cover before the book is due. I would also recommend narrowing down the color options for the cover as well. The printer we went with, UBuildaBook, normally charges extra for more than three colors on the cover. So that is something to keep in mind when figuring out the cost for printing the journal. Once all of that planning is done, you will write the letter to the IRA committee and meet with Lisa Ayre-Smith or her equivalent. Lisa, or whoever is your Lisa, will be your liaison with the IRA committee. Her office is located on the second floor of Bell Tower West. If you enter from Bell Tower, just go up the stairs and through the door, and her office is the first one you will see. It’s really easy to find and her door is almost always open.

Every bit of spending will have to go through her and the committee. Basically IRA will have a choke hold on the funds, and until Lisa talks to them you will not have access to the funds. For minor things like printing, once it is budgeted out all you have to do is tell her and Lisa will give you either her card to use for printing on campus or send funds to the Cost Copy Center in Uglen if you know how much you will spend at that time. You can also spend money on printing yourself. All you would have to do is keep any receipt and bring it to Lisa for reimbursement. You will have to sign for the reimbursement but other than that it is painless. But you will have to wait up to two weeks for the check. Other more major charges such as paying independent contractors (designers) or the printing company you will have to send in an invoice or an offer letter with a payee data form. This will take about two weeks to process, one week for IRA to process the request and another to get the check to the designers.

When you have chosen your printer you will need an invoice for what the printing will cost. I recommend over estimating the page count in case there are surprise charges such as extra charges for color limits and the type of paper used. When checking out pricing our Technical Director estimated that the books would be 300 pages and we would need 300 copies. Just a note become; best friends with, or learn to tolerate, your Technical Director because in the beginning your job and the Technical Director's job are almost one in the same. They will need to know the budget and you will have to make sure the budget can accommodate the cost of the printing. Once you and the Technical Director have chosen a printer, you have to check if they are already an approved vendor with the school. If not all they have to do is fill out a Payee Data form. Get this filled out as soon as possible again IRA it can take up to two weeks to approve anything. Keep that in mind because the printing company cannot be paid until they are an approved vendor. Designers will have to fill out this form as well. You will also have to write an offer letter for the designers. This is just so there is a contract between *The Island Fox* team and the designer so they know what it takes to get paid. It is really simple, just follow what I have done in the attached example.

While it may seem that paying the independent contractors is out of your hands after filing the paper work, it is not. If you feel that an independent contractor is not adhering to the contract you drew up, you can hold their payment. And don't be afraid to call people if they are not towing the line, As Budgeting Director you control the purse strings, so you have every right to say: "You will not get paid, if you do not do your job." Joan was always saying to us "California kids" that we were too nice and needed to be more assertive. So be assertive! Call, text, bug them to death if you have to. You have a contract with these people, and if they don't hold up their end, find someone else who will. Our team had issues with the cover that had to be fixed and for a while we could not get a hold of our cover designer. Our Art Director had called and texted him with no response. When I called and said I was the one handling his pay, he did the changes we needed pretty quickly.

Once all of that is done, all you will have to do is fill out the forms for next year's budget. Remember how I said I would get to why it is so important to spend as much of the budget as possible? Here is where I will do it. You want to spend as much as possible because IRA looks at how much this project will cost. If they see that your team came way under budget then they might dock the funds for next year's team. This will make filling out the forms for next year team much more complicated. Not only will you have to fill out the forms, you will also have to

add a cover letter explain why *The Island Fox* will need the same funds for the next year. If you have any questions about either the forms ask Joan and Lisa. The forms are lengthy and somewhat confusing and they will help you with this if you ask. I would recommend helping out the next year's team and specifying funds for supplies that can be used for t-shirts and other advertising such as a full-page ad in the school newspaper. I was able to get funds for t-shirts for my team in the letter to the IRA, but that does not guarantee that they will do it for your year or the year after.

So that is where the Budgeting Director's responsibilities end? Not really. I ended up taking up another job that I would recommend that the Submissions Director or the Solicitations Director take on, which, for the purpose of this letter, I will call the Events Coordinator position. With taking on the Events Coordinator position I ended up helping in organizing the entire reading. Our predecessors did not mention anything about organizing the event so I was flying blind, which I won't do to you. A lot of the planning for the reading you will not be able to do on your own. What you can do on your own is scout the locations. Some of the possible locations we looked into were the inside the Library, as well outside the Library, and then inside and outside of the Student Union. Just know each location will have different people who are in charge of reserving that location. You will be working with Joan to reserve the equipment as well as the location. Everything—equipment, location, etc.—needs to be requested through 25Live, a program that only faculty can access. So to book the event I had to figure out everything we needed: chairs, audio equipment, as well as the location, and send that information to Joan for her to reserve. If you go with the Student Union like we did, talk to Diana Ballesteros, she will be able to help you reserve equipment and such for the Union without Joan having to log into 25Live.

Our team decided to hold the event in the Tree House Courtyard outside of the Student Union. This location was perfect for the event. We really wanted to do the reading outside so that it would be more available to the public. That and we really did not like having to compete with the sound of the café and Freudian Sip while inside the Student Union like the year prior. After emailing Diana Ballesteros, we were able to get 25 chairs, 3 tables, a microphone, and speakers all for free. We also had the tables that are already outside the Student Union available to us.

For the reading itself we set the tables that were already outside the Student Union in a U shape with the open end facing the entrance where the microphone and speakers were. Inside the U shape we had the chairs set up into rows with an aisle down the middle so that those who were reading could get to the microphone easily. One of the tables we placed near the sidewalk that leads to the Bell Tower so anyone passing by could ask about the event and people from our team could direct people to the sign-in table. The sign-in tables were located to the left of the microphone near the entry to the Student Union Courtyard. At these tables the authors would sign in for their time to read and pick up their copy of the journal.

For the reading, we had two presenters: our Submissions Director Luke and myself. Having two presenters really helped make the reading entertaining and helped to break up the monotony of going from presenter to reader over and over. Luke and I had prepared beforehand a script and planned some banter for between readings to make the readers and the audience feel welcome. In the opening of our script, we thanked everyone on the team, the faculty that came to

the event, the editors, the cover designer, the internal designer, and our two faculty editors. I would recommend doing this at next year's event, but do not forget to thank the IRA and have a thank you for them in the journal too. Supposedly they are miffed with us for not thanking them, big mistake on our part. Then we dove into the works published in the journal. We did not plan this, but we had 19 people who read at the event. Which we were told was the perfect amount. Any longer and we were told it would have been too long. So we recommend keeping the same amount for your event. As people would come up to the sign-in table and we would create the list as they came up. During the reading Luke and I had the first list of 10 or so people and then Heather would hand off the next set of people as they signed up. You don't have to do this, but it worked for us. That is pretty much all the advice I can think of for the event.

Okay I know that is a lot, but remember it is doable. Hey, I survived it all, and you do not have to do the Events Coordinator position. I am just a massive over achiever. So take a breath and dive in. Feel free to contact me if you have any questions and best of luck.

Sincerely,
Kait Lukk

kaitlinlukk@yahoo.com
(661) 645-9108

Offer Letter Example:

March 11, 2013

Justin Formanek
(Put Address here)
(Put phone # here)

Dear Justin,

We would like to offer you a position on the Island Fox Team as an Independent Contractor. We would require your assistance with formatting the literary journal, so that our publisher can then begin printing. In exchange for your services you will receive an honorarium for \$500. We appreciate your time and service.

Kait Lukk
Budgeting Director
Island Fox Literary Journal
California State University, Channel Islands

Formatting Designer

IRA Committee Letter Example:

Dear IRA Committee,

Hello my name is Kait Lukk and I am the Budgeting Director for the Island Fox writing on behalf of the Literary Journal. We received an award of \$4000 for Proposal 471. We were awarded \$3000 for Vendor Printing (advertisements and literary journal) and \$1000 for the Independent Contractor (Art Designer for the Island Fox). We would like to use some of the Independent Contractor amount in the following way:

\$500 – Art Designer Fee
\$200 – Advertisements

The funds that I have marked for advertisements would be used in the following manner:

\$120 – T-shirts (For the Island Fox Team so that we may be walking advertisements for the Literary Journal)
\$50 – Advertisement in the CI View Newspaper
\$30 – Printing Flyers

The remaining \$300 will be set aside as an emergency fund as recommended by our predecessors.

Would you please approve our request?

Sincerely,
Kait Lukk
Budgeting Director
Island Fox Literary Journal 2013

