CALTECH C

COMMITTEE EXPERIENCE BOOK

First edition
May 2004

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Chapter 1

Introduction

Welcome to the Caltech C executive committee! As a committee member, you will serve a large community, whose members will greatly appreciate your efforts. Your activities will allow you to meet many interesting people, within and outside the Caltech community, and to gain valuable organizational and personal experience.

The Caltech C used to have an Experience Book for new Chinese students. Similarly, this is an Experience Book for new committee members. It is a not a set of prescriptions or restrictions, but a flexible and dynamic document, meant as an efficient way of transferring general and practical information about serving on the committee and organizing events. Before, this information had to be either found out by each committee anew, or explained by the old committee, which tends to be time-consuming and incomplete. Of course, talking with members of previous committees is still very useful, but now you can focus on the important things.

There exists an old (1988) version of the Caltech C Bylaw, which can be found on the website. Since this Experience Book is more informational, we should not stick to the old Bylaw; some of its contents are really out of date. However, it would be helpful to revisit the Bylaw, possibly modify it, and make the two documents more compatible.

Good luck, and enjoy your committee membership!

Chapter 2

The Committee

2.1 Mission

The work of the Caltech C Executive Committee should serve at least three purposes:
1. enhance the relationships between all the C members;
2. promote Chinese culture in the Caltech community;
3. enhance the relationships between the Caltech C and the Chinese community in the Los Angeles area.

The Caltech C committee serves for half a year, usually from December or January till June or July, and from June or July till December or January.

2.2 Executives

The functions in the committee will partially be determined by the number of committee members. To efficiently direct an organization with the size and and the number of activities of the Caltech C, we recommend that a committee should have no fewer than four and no more than nine members. The following functions can be considered:

President: Essential function. Oversees the actions of the committee. Schedules and presides over committee meetings. Makes sure everybody knows what to do, and helps wherever needed. Is the external representative of the organization, for instance in the SW-CSSA. Communicates with Caltech C alumni and trustees.

Treasurer: Essential function. Manages the money of the Caltech C. Writes project proposals and financial reports. Takes care of reimbursements.

Entertainment director: Coordinates the preparation of the performances for the Chinese New Year or Moon Festival Celebration (each committee has to organize one of these). For both these activities, there will be a lot of work; it is definitely recommended to have one committee member in charge of this. For the rest of the term, this person can coordinate indoors activities, such as dance parties.

Activity director: Sets up smaller activities, such as a beach trip or a games night. Takes care of people and materials for these activities. At the big celebrations, is responsible for the volunteers, and materials, and logistics. Can be split into an outdoors and indoors activity director. The indoors activity director can be combined with the Entertainment

director.

Public relations director: Takes care of the communication with other Caltech and non-Caltech individuals and organizations, for collaboration, facilities, publicity, and organizational contacts. These may include other Caltech student clubs, other CSSAs, the ISP, campus services, funding sources, VIPs, newspaper reporters, guests, and invited speakers. Writes and distributes announcements, invitations, press releases, and reports. Receives VIP guests.

Information Director: Maintains and updates the Caltech C website, computer accounts, mailing lists, and document archive. Makes flyers and promotional materials. This function can be split into a webmaster and a document director.

Hosting new students
It is recommend to assign the work for new students (receiving them, introducing them) to one committee member. See also Chapter 7.

Most of these functions can be split and combined according to the availability of people. It is helpful to name one or two committee members vice-president, to assist the president in representational duties. The public relations director is the natural choice for vice-president, because he/she will be involved in a lot of outside representation.

On the role of the president:
It is the president's responsibility to coordinate the work. But for this reason, it is best for the president not to be occupied with any particular aspect. That is to say, the president should ask one or several committee members to be in charge of an aspect, but should avoid being involved in this aspect him/herself unless it is absolutely necessary. The experience of our committee during the 2004 Spring Festival party had shown that if this is not followed, the work efficiency of the whole group is detrimentally affected, because the president was sometimes "stuck" in one area and didn't have the time to coordinate other areas. Also, if one area needs several committee members to work on, the president should appoint one committee member to be the person mainly in charge to prevent evasiveness.

2.3   Internal communication

It is important to meet regularly and to have a good communication between committee members. Here are some guidelines for committee meetings:

- Make sure to discuss the date and time with everyone. Whoever calls the meeting (usually the president) should clearly state the purpose of the meeting, the location, and the estimated duration.
- There should at least be a rough *agenda* of what should be discussed. This agenda can be structured around the different committee functions, or around the different events

which were or are going to be organized, whichever is more convenient.
- Either the president or the person who has called the meeting should be in charge during the meeting. One person should be assigned *to take notes and to email a summary of the notes* to everyone the day afterwards. The person in charge can do this too, but that can cause some delays.
- If the committee is large, good coordination by the president is especially important. There is no need to have frequent meetings of the whole committee, as there would be not much work involving everyone. Instead, meetings with subcommittees will be more useful. *Email coordination and update of progress* are crucial (this also holds for smaller committees). To improve work efficiency, communication among the committee members should be direct, i.e. through as few steps as possible, provided that the president has done enough coordination.

2.4 Continuity

To ensure a smooth transition, it is important to recruit new committee members in time. This is particularly important because committee members serve for only half a year. The elections are usually held in December and June, to ensure enough time for the new committee to prepare the Spring Festival or Moon Festival Celebration, respectively.
The usual procedure is that candidates can be invited by the old committee or nominated by at least six Caltech C members. They can also nominate themselves. C members can send their votes by email, or they can vote at the election party itself. The final vote result will be determined by adding email and on-site votes. We suggest that the nomination and other preparations be started *at least two weeks* before the election: one week for determining the candidates by nomination, and one week for the email vote.
Mostly, all the nominees will be elected, and the voting mainly serves to confirm the wishes of the C members, and to (partially) determine who will become President. The new president is responsible for sending an *announcement of the new committee* to the Caltech C list. Do this as soon as possible, as many C members do not attend the election. It is recommended to c*ombine the election party with a social event*, such as a dance party, in order to attract more people to the election.
When considering candidates of the next committee, *transportation capability* is a factor to consider. It is better if more committee members have cars, since lots of work later on involves driving to various locations (shopping, picking up, performing, etc). Otherwise, the committee members cannot work separately, and this usually hinders efficiency.
It is a good idea to send out an *overview report of the work of the committee* to the Caltech C list right before the election. See Appendix 6 for an example.

Chapter 3

Activities

Every committee has at least one large event to organize, either the Spring Festival (January or February) or the Moon Festival (Septembe or October) Celebration. For the rest, the following events can be considered:

Lectures or seminars: invite faculty members or outside speakers to talk about a scientific, cultural, or practical (job opportunities, taxes, immigration) topic. The 2004 Spring committee has started the Distinguished Chinese Speaker Series.

On-campus cultural activities: Caltech C always participates in the *International Week* performances and food fair, organised by ISP in April or May. In 2004, we ourselves organised a *Chinese Culture Week* in the week preceding our Spring Festival Celebration, in collaboration with other Chinese organisations on campus. The Culture Week featured *workshops* in calligraphy, Chinese Chess, handcraft and paper art, brush painting, a dance performance, and movie nights. Such workshops can of course also be held by themselves. *Photo exhibitions* (in particular, photos from China) are usually very successful. In Fall 2003, a photo exhibition "China – Beautiful Nation" was held. In Spring 2004, a photo and video exhibition was held about the first Chinese manned space flight.

Outdoor activities: These can, for instance, be hiking, skiing, camping, or beach trips. Grand Canyon and Yosemite National Parks are popular destinations for hiking and camping. Mount High and Big Bear are places to hold a skiing trip. For a beach trip, we have good experiences with Point Dume State Beach. This is a clean beach near Malibu, not very crowded, and it has beautiful nature and clean water.

Sports and games activities: For instance competitions (the C currently has a soccer team and a basketball team) or tournaments (chess, badminton, table tennis). We will also obtain materials for a number of (Chinese) board games, such as XiangQi and WeiQi. It may be nice to use these for a games night (together with other games).

Parties: The Caltech C usually hosts a wide variety of parties, inclduing dance parties, end-of-term parties, volunteer thank-you parties, election parties, new students welcome party, graduation party. The Caltech C owns a karaoke machine, which is often used. In Spring 2004, a ballroom + disco dance party was held, with demonstrations and lessons.

Excursions: Many interesting excursions are possible, for instance to companies, museums, concerts, or movies. Often, these can benefit from special opportunities which arise (for instance, a Cui Jian concert in Spring 2004), or on expertise and passions of

individual committee members. In April 2004, several hundred members went to watch a basketball game of the Houston Rockets, featuring Yao Ming. It is possible to obtain discounted tickets for large groups by contacting the sales office of the club or stadium.

Community service: As an example, in Spring 2004, a marrow donor drive was held for Asian leukemia patients, in collaboration with the non-profit organization A3M, http://www.asianmarrow.org.

Movie nights: For many years, movie nights have been held weekly for Caltech C members. The Catalina Recreation Rooms are suitable for this purpose. Moreover, several times a year, movies are shown for the International Students Program.

IMPORTANT:
It is useful to make a *rough planning of your term* as soon as you are elected. Some major activities may be dependent on receiving sufficient funding in time. This should be taken into account.

Chapter 4

External communication

4.1 Entities

To run a successful club, good external communication is of utmost importance. The President, the Vice-President, and the Public Relations Director are jointly responsible for this. The major contacts of the Caltech C on- and off-campus fall in the following categories:

- The International Students Programs (ISP) and the Caltech Y are always great sources for ideas, help, materials, and financial support. Their staff members are extremely supportive and kind.
- The committee should try to establish personal connections with various **on-campus organizations,** some of which are mentioned in Appendix 5. In Spring 2004, we have collaborated with other Caltech Chinese organisations in organising the Chinese Culture Week, and with the Iranian student organisation on visa reform matters.
- Good contact with **the Chinese Consulate** is important, see Appendix 6. They sponsor our large celebrations, and can provide Chinese cultural material (such as for the photo exhibitions mentioned in Chapter 3).
- Try to stay in touch or even collaborate with **other Chinese Students and Scholars Associations (CSSAs)** in the region,   and with the umbrella organization **SW-CSSA** (joint CSSAs of Southwest America). The SW-CSSA represents more than 20 schools and more than 20,000 members; as such, it can speak with a lot of influence when it comes to defending the interests of Chinese students and scholars. The SW-CSSA hosts several large activities each year. The Caltech C has had especially good contacts with UCLA, USC, and UCI. Try to attend their major events – also a good way of meeting new people.
- There are a lot of activities in the Los Angeles Chinese community, for example: the new year banquet hosted by the Consulate, the National Day banquet hosted by the Consulate, the National Day flag-raising ceremony, etc. The committee is recommended to attend. It is a good opportunity to get a good relationship with the Consulate and with other organizations in the Chinese community of greater Los Angeles.

Representatives of each of these entities should be invited as VIPs at big celebrations. See also Section 6.6 and Appendix 7.

4.2 Alumni

We are trying to keep good connections with **Caltech C alumni**, some of whom are highly distinguished. We have made a start with establishing a database of alumni,

mentioning their specific relationship to the Caltech C. Alumni contacts can be obtained from personal connections, from the archive, and perhaps from the Caltech Alumni Association. Their information is kept in the Caltech C account.

- Alumni can be a great source of club funding. They can also be extremely useful as speakers, for job opportunities, and for advice in specific fields. Moreover, alumni often appreciate contact themselves. You can send them a newsletter a few times a year (maybe every committee once) and invite locally resident alumni to our events.
- When the database has a critical size, it may become useful as a network for the alumni themselves.
- It is worthwhile considering to hold alumni-featured events, centered around career building, job opportunities, etc.

The basic message is: stay in touch!!

4.3   Information technology

Caltech C http server
We now have a static IP (131.215.19.51) for caltechc.caltech.edu. This is a http server for all members of caltechc upon   request. The configuration of the server is PII300 with 128M memory and more than 20G hard disk. Now it is located in Noyes 4.

Caltech C website
All the pages of the website are in the public_html directory of chinese@its.caltech.edu. We can use caltechc.caltech.edu instead of www.its.caltech.edu/~chinese if we move the files to /var/www/html on our http server. The http server now contains some supporting files of the website.

Caltech C mailing list
Now it can be managed interactively via http://mailman.its.caltech.edu/caltechc. There are many messages coming from unknown addresses to caltechc. Because most of them are junk, they are discarded immediately. There are still a large number of messages pending administrative treatment; we can just forget about these.

If you want to check how many members the Caltech C has, go to mailman.its.caltech.edu/caltechc. There is an option to see subscribers. But first you need to set a password for yourself using "unsubscribe or edit options". Currently there are about 430 subscribers.

Chapter 5

Finance and accounting

5.1   General recommendations

The treasurer and president should be well aware of the deadlines of all funding applications. Money is the basis of all activities.
Be wise in spending money: the way of spending money can make a big difference to the final expense; a detailed plan is always necessary, no matter if the activity is large or small. Avoid unnecessary expenses, and use your knowledge to find cheaper places to buy things.
Keep a well-organized financial record!
A sample budget is provided in Appendix 1. Make sure that submitted budgets are *balanced* (we made a mistake once). If you want to reckon with the fact that most funding sources will give less than you ask for, just multiply the expected expenses by some factor. This is cleaner than making different budgets for different sources. Do not worry that you get too much money: you can always return an excess.

5.2   Sources of funding

The following are useful sources of funding:

Graduate Student Council
Student Affairs Fund (submit proposal to ISP)
Moore-Hufstedler Fund
Alumni Association
Caltech Y
Student Investment Fund (for durable materials)
Consulate General of the PRC in Los Angeles

Make sure to also apply for *regular (annual) funding*, in addition to funding for specific activities.
Do not forget that we can also apply for *quick funding* of $250 from GSC, if the activity is not in the annual plan. More details can be found on
http://www.its.caltech.edu/~gsc/funding/
For the International Week Food Fair, the ISP provides money.
Corporate sponsors can be found relatively easily. Examples: Ranch 99 Supermarket, Singtao Daily, calling card companies, restaurants, consulting firms. Make sure to print their logos on the program and posters, and to thank them during the events.

5.3 Sponsoring policies

It would be good to make a policy about which events the Caltech C will sponsor, and with how much money. This is particularly a concern for small activities, the sports teams and the outdoor activities. For general rules, we propose:
1. The event should be open to all Caltech C members.
2. There should be more than eight participants.
3. Events serving the spirit of the Caltech C (to bring understanding of different cultures) but not satisfying 1 or 2, could be given special consideration.

Chapter 6

Organizing events

This chapter is written towards organizing a big event, such as the Spring Festival, the Moon Festival, or a big lecture. For smaller events, only some of the sections will apply. For big events, the preparatory work should be started at least ***one month*** ahead. The reservation of the venue should be at least ***two months*** ahead of time. The 2004 spring committee started to reserve the venues about five weeks in advance, but still, some of them were unavailable.

6.1   General Program

A first requirement is to come up with a solid program for your event. This is important in order to determine what needs to be done, and it will also enhance your chances of getting funding. If outside guests are involved, they need to be invited early enough. (see section 6.6).

Spring Festival and Moon Festival celebrations should not exceed two hours of duration. There is no general guideline for having a break or not. One consideration is how disturbing it is if people take their own (bathroom, drink) breaks.

Saturday is usually better than Friday or Sunday to hold large-scale events. It is easier to find volunteers, since people will have more time, and there is no worry about running late.

A major consideration is what the audience is. If an event is mainly meant for Caltech C members, it should be set up differently from one which is meant for all of the Caltech community, such as the Spring Festival. Examples:
- Make sure that people who do not speak Chinese feel comfortable during an event of the latter kind, by having hosts/MCs who speak good English. Also, an English translation of the program is very important. The Caltech Y brought this up several times before, and the 2004 Spring committee won their appreciation in the spring festival celebration for doing this well.
- If you show a Chinese movie to a general audience, be especially conscientious in your selection. Propaganda movies from the Consulate are often not appreciated by general audiences. Movies with too many culturally specific references may not be understood by non-Chinese viewers.
- No fee should be charged at the entrance, to avoid the misunderstanding that only members are allowed in, or that it is compulsory to become a Caltech C member once you pay at the door.

6.2 Location

Reservations of campus venues should be made in different places. The most important ones are here:

Beckman Auditorium, Ramo Auditorium, Dabney Lounge: Public Events, x4688
Baxter Lecture Hall: HSS Administration, x3828
Beckman Institute Auditorium: Beckman Instute Manager, x2791
Winnett Lounge and space outside Red Door Cafe: Catering, x3388

These places are quite different in space, atmosphere, acoustics, and equipment, so have a good look which is most suitable for your event. The bigger venues need to be reserved earlier.
For security-sensitive events, Security should be notified, x4701.
It is highly recommended to reserve the place as early as possible, but at least two months in advance. You can reserve multiple places and cancel later!

6.3 Collaborations

It is a good idea to consider which on- or off-campus organizations the Caltech C can collaborate with in organizing and hosting an event. Collaboration has a number of advantages. Firstly, the workload and sometimes the expenses are shared. Secondly, campus funding sources usually like collaborations very much. Thirdly, it is a nice opportunity to meet new people and strengthen the ties in the Caltech community. One can think of collaborating with the other Asian or Asian-American clubs on campus, such as the Hong Kong Student Association, the Taiwanese Student Association, the Caltech Chinese Student Association (mostly undergraduates, ABCs), and the Asian-Pacific Student Union. Sometimes, collaborations with CSSAs at other schools (UCLA, USC, UCI, ..) are useful (see Appendix 5). The president and/or the public relations director should initiate the   contact with other organizations.

6.4 Materials

Many materials needed for events, such as tables, chairs, and easels, can be rented from the Physical Plant (Campus Planning building). This is by far the cheapest option. They charge labor per hour, with a minimum amount (about $26). They will charge the club account. If you pick up and return the materials yourself, you can save money. For more complicated objects, such as outdoor lamps, audiovisual equipment, and stanchions, one can contact off-campus rental companies. Convenient and good is Dolphin Rentals (626.795.5131).

If you serve food, make sure you have a variety of dishes, including plenty of vegetarian options (as a guideline: one third of the dishes). Also make sure that you have enough utensils, sufficiently large and sufficiently strong plates, and enough trash bins. Prepare meal boxes for VIPs, performers and volunteers.

It would be useful to make a clear assess sheet, listing the Caltech C equipment and other possessions, and to keep a general rule of how to store, use and pass them down. Future committees needs to keep a good record of the C properties, and try by all means to avoid repetitive investments. One possible way is to make tags like what we see on Caltech computers, and that the treasurer keeps a record (list) of all properties. After the election party, the new/president treasurer and president could sign to transfer these properties.

6.5   Volunteers

You may need volunteers for the following functions:

Performers
Masters of celebrations (emcees)
Preparing food
Serving food
Picking up food from restaurants
Picking up and returning rented materials
Picking up and returning VIPs and performers
Welcoming and hosting VIPs
Setting up tables, chairs, and equipment
Decorating
Stage manager
Music and sound
Stage lighting
Photographer/camera man
Cashier
Cleaning up
All paper work: preparing and distributing. This includes posters, performance menus, food name signs, road direction signs, VIP seats reservation signs.

It is often convenient to have one person keep track of volunteers, updating them through email, and assigning free ones to particular tasks. It is very important to thank volunteers, for instance with a thank-you party (see Follow-Up).

The *clean-up of the venue* is very important. The 2004 spring committee learned a lesson at the Spring Festival party. Every committee member felt exhausted and we did not do the clean-up of Baxter Hall very well. As a result, we were braided by the building administrator several times about the tables and posters on the walls. We had to clean that up later and apologize.

6.6   Invitations and VIPs

Invitations to VIPs for big events such as the Spring Festival and the Moon Festival should be sent at least two weeks in advance.   The list of VIPs is included in Appendix 6 and should be maintained by the information director. Invitations should include an RSVP card, asking the invitee to indicate whether he/she will come, and if so, with how many persons.

The *VIP reception* is very important. The VIPs are usually very helpful for the C (e.g. directors of on-campus departments), and they appreciate a personal approach very much.

6.7 Publicity

People tend to be forgetful about scheduled events. It is the committee's responsibility and it is absolutely needed to send an email reminder to the C list one day before the event. This will significantly influence the number of people in the audience.

For major events, posters and flyers should be made weeks in advance, and posted at least a week in advance. Good locations to post posters are the door of the Red Door Cafe, the door of Chandler Dining Hall, bulletin boards, various poles around that area, various places in the Catalina complex, and department buildings. Sometimes it is necessary or decent to ask for permission. Flyers can be distributed at the Caltech Y/ISP, the bookstore, the library, and at earlier activities if you have those.

Flyers and posters should have a salient color, a clear and big font type, and contain all the necessary information, but not more. Do not forget to include contact information and the website address. Flyers and posters can be copied on colored paper at the Graphic Resources (x6701).

There is a number of standard publicity venues on campus that major events should be announced to by email. Note that many of them have deadlines, and that announcement may take time to appear.

California Tech: newspaper made by undergrads, http://tech.caltech.edu, tech@ugcs.caltech.edu. It may help to follow up with a phone call to the editor. They may also send a reporter to your event.
mailto:tech@ugcs.caltech.edu
Caltech 336: biweekly printed calendar. 336@caltech.edu

Directory mailing: directory@caltech.edu; permission will be required for sending a directory mailing to the different groups of people, but you will receive instructions about that from them. For major events, permission will easily be obtained.

Caltech Today: online calendar: http://today.caltech.edu. You will need to enter events

yourself. Follow the instructions under Calendar --> Publish an Event. You will need approval.

GSC Newsletter: graduate students will receive this monthly. 错误！超级链接引用无效。.
Send announcements five weeks in advance, if possible.

CPA Newsletter: postdocs will receive this weekly. Cpadiscussion@caltech.edu

ISP mailing list: email one of the International Students Program Advisors. See http://www.isp.caltech.edu.

Caltech Y mailing list: mail the Caltech Y Director. See http://www.caltechy.org.

Alumni Association: mail the Alumni Association Director. See http://www.its.caltech.edu/~alumni.

For newsworthy events, one may want to contact off-campus media:

Pasadena Star News, http://www.pasadenastarnews.com
Los Angeles Times, http://www.latimes.com
Sing Tao Daily USA
Qiao Bao
CCTV

You can also invite them as VIPs. It is often useful to have connections in the media.

Guidelines for writing an announcement or press release:
- Keep it short.
- Write clearly, addressing who, what, where, why, and when   (the five Ws) in the first two paragraphs.
- In later paragraphs, more details can be given.
- Sometimes it is good to write something audience-specific.
- Include contact information (name, email, and phone number) for if readers have questions.

6.8   Follow-up

The following issues need to be considered:
- Returning all rented and borrowed materials; clean them if necesssary.
- Thank-you email and preferably also a thank-you meeting for volunteers, performers, and collaborators. You may want to give performers and/or volunteers a small gift (in 2004, we gave $2 scroll paintings bought in Chinatown). People appreciate this very

much.
- Financial report, to be sent to all sponsors. Do not forget to send a financial report to the Consulate.
- Thank-you email to sponsors and selected VIPs.
- Evaluating with the entire committee
- Update the Experience Book!

Chapter 7

Hosting new students

The family-like environment is an important feature that attracts new students worldwide to Caltech in general and to the Caltech Chinese community in particular. One of the important tasks for the fall committee is to provide incoming students with facilities to help them settle down. The following can be taken into consideration:

1. During the summer, Caltech C committee members should accessible to students from China and other places.
2. The work to help new students can even begin in March, because at that time, most new students will be at many popular BBS to pursue help. It would be nice if committee members can answer their questions there. One BBS is "bbs.zixia.net", SouthCA board. What a previous committee did is sending a welcome message to that board, and announcing the C contact person and the persons in each department whom they can contact.
3. It would be nice to update the EX-book and post it on the Caltech C webpage. It is a good reference for new students. However, the general GSC guide, the Technique, also serves this purpose.
4. Schedule volunteers if new students need pick-up from airport.
5. New students welcome party
6. Grocery shopping help
7. If possible, informal communication sessions are encouraged to help new students with general concerns in study/research, life, and career.

Appendix 1

Example of a budget plan

IMPORTANT:
Budgets should be balanced! The ones below are not. Please read the remarks in Chapter 5.

Budget for the 2004 Caltech C Spring Festival Party:

Based on the report of the 2003 Caltech C Spring Festival Party and the fact that we will join several other Caltech associations to host a bigger event, we present a rough financial budget here. We'd like spending more money on the event publication to enhance the promotion of Chinese culture in the entire Caltech community. We attach a detailed report from last year.

Detailed list of expenses:

Homemade food:	$ 470.00	
Food ordered from Restaurant:		$ 1500.00
Drinks, refreshments and food containers:		$ 130.00
Decorations:	$ 800.00	
(Including the expense for the tents, tables & chairs renting, extra-lighting outside Baxter and stage illumination)		
Gifts & awards:	$ 450.00	
Advertisements and invitations:	$ 300.00	
Photography & A/V setup:	$ 250.00	
Chinese Culture Week	$ 430.00	
(Three Chinese art workshops, five movie nights, including movies purchase, food, drinks)		
Other expenses:	$ 550.00	
(Including fee for inviting performing artists, costumes, transportation, etc.)		

Subtotal: **$ 4880.00**

Proposed funding resources:

Caltech Student Affairs Office:	$ 1200.00
Alumni Association	$ 1200.00
Caltech Y:	$ 600.00
Caltech GSC:	$ 500.00
Consulate General of China at Los Angeles:	$ 1000.00
Tickets sale:	$ 850.00

Subtotal: **$ 5350.00**

We may also apply for support from other societies like the Caltech Alumni Association and the Moore and Hufstedler funds in the future, but there is no contact and sponsor up to date.

Please Make the Check Payable to Caltech Chinese Association.

Caltech C Executive Committee Spring 2004

Program Report
Caltech C 2003 Spring Festival Party

The 2003 Caltech C Spring Festival Party, cosponsored by Caltech ISP, Y, Student Affairs Office, GSC, and Consulate General of China at Los Angels, was really a great success.

The whole party consisted of two parts: delicious Chinese food and authentic Chinese traditional art performance. Home-made Chinese food prepared by volunteers was served along with some large servings ordered from authentic local Chinese restaurants. Judging from the dinner tickets we collected, over 400 members of Caltech community attended our Spring Festival Party.

After dinner, we organized an exciting evening program lined up with Chinese folk dances, zither performances, singing, Taichi and games --all by Caltech C members, along with a few spectacular performances by esteemed performing artists from the Southern California Chinese Youth Association.

VIP guests included: Prof. Michael R. Hoffmann, Dean of Graduate Studies; Mr. James Endrizzi, Assistant Director of ISP; Prof.Theodore Y. Wu; Prof.Thomas Y. Hou and Mr. Yinfu Yang, Consul of Consulate General of China at Los Angels.

Our activities created a warm atmosphere for the large number of students and post-docs from China and promoted cross-cultural understanding and friendship among the campus. The 2003 Caltech C Spring Festival Party won campus-wide praise. Details can be found in the campus newspaper, the California Tech, of Feb 3rd, 2003.

Funding resources:

Caltech Student Affairs Office:		$ 500
Caltech Y:	$ 680	
Caltech GSC:		$ 500
Consulate General of China at Los Angels:		$ 500
Tickets sale:	$ 867	
Subtotal:	**$ 3047**	

Detailed list of expenses:

Homemade food and drinks:		$ 419.55
Food ordered from Restaurant:	$ 1200.00	
Winnett Lounge decorations:		$ 209.94
Gifts & awards:		$ 438.74
Rent for chairs & tables:	$ 360.00	
Advertisements, photography & video:		$ 50.53
Other expenses:	$ 350.00	
(Including fee for inviting performing artists, costumes, transportation, etc.)		
Subtotal:	**$ 3028.76**	

Caltech C Executive Committee of 2003 Spring
March 25th, 2003

Appendix 2

Example of an announcement

Chinese New Year Celebration 2004

The Caltech C, the Hong Kong Student Association, the Caltech Chinese Student Association, and the Asian-Pacific Student Union would like to invite you to our grand Spring Festival Celebration, on Saturday January 31st, 6-10 pm. It will be held in Baxter Lecture Hall.

Chinese New Year (or Spring Festival) is the most important Chinese holiday, comparable to Christmas in the western world. This year, it opens the Year of the Monkey. At Caltech, we traditionally have authentic food and a variety of cultural performances, presented both in English and Chinese.

6 - 8 pm: good Chinese food, partially home-made
8 -10 pm: cultural performances, including Kongfu, dragon dance, and
Chinese songs

We hope you can come and share this celebration with us! It is part of an entire Chinese Culture Week. For more information, visit www.its.caltech.edu/~chinese or email Wei Ji Ma (ma@klab.caltech.edu).

Appendix 3

Example of a VIP Letter

January 16, 2004

Mr. Bill Bogaard, Mayor of Pasadena
and the Members of the City Council
100 N. Garfield Ave.
Pasadena, CA 91109

Dear Mr. Bogaard, dear Members of the City Council,

We would like to cordially invite you and your families to the Caltech celebration of Chinese New Year. This event is organized by the Caltech Chinese Students and Scholars Association (Caltech C) and will be held on **Saturday January 31st, 7 - 10 pm, in Baxter Hall** on the Caltech campus (map enclosed).

Chinese New Year (or Spring Festival) is the most important Chinese holiday, comparable to Christmas in the western world. The New Year Day is determined by the lunar calendar. This year it is on January 22nd and it opens the Year of the Monkey.

At Caltech, it is traditionally celebrated with a Chinese dinner and a variety of cultural performances. The event is always very successful and well attended. This year, performances will include Kongfu demonstrations, traditional Chinese music, and Chinese dance. We would be honored if we could welcome you as V.I.P.s. We expect that your attendance will further strengthen the ties between Caltech and the Pasadena community.

With 412 members, the Caltech C (Chinese Students and Scholars Assocation) is the largest and most active cultural and social organization at Caltech. We are devoted to raising Chinese and Asian cultural awareness on campus and beyond.

If you would like to attend, please return the enclosed RSVP card to us. We will then provide you with more details. If you have any questions or requests, please do not hesitate to contact us:
- Mr. Yong Hao (President), 626.376.8092 (cell); haoyong@its.caltech.edu.
- Mr. Weiji Ma (Vice-President), 626.395.2873 or 626.396.9645; Caltech mail code 139-74, Pasadena, CA 91125; ma@klab.caltech.edu.

We look forward to welcoming you.

Sincerely yours,

Weiji Ma,
Vice-President

Appendix 4

Example of a speaker invitation letter

March 18, 2004

Governor Gary Locke
Office of the Governor
PO Box 40002
Olympia, WA 98504-0002

Dear Mr. Locke,

We represent the Chinese Association at the California Institute of Technology (Caltech C). We would like to invite you to address the Caltech community as a part of our Distinguished Chinese Speaker Series. Our invitation is supported by the SW-CSSA, the joint Chinese Students and Scholars Associations of Southwest America.

Caltech is one of the most prestigious academic centers in the world, nurturing 27 Nobel Laureates, hundreds of world-famous scholars, and thousands of outstanding students.
The Caltech C is one of the largest and most active campus organizations, dedicated to promoting awareness of Chinese culture and fostering intercultural friendship.
The SW-CSSA is the umbrella organization of the Chinese Associations of more than twenty prominent universities in Southwest America, including Caltech, UCLA, USC, and UCSD. The SW-CSSA represents more than 20,000 students, faculty members, and alumni, mostly of Chinese origin.

With the Caltech Distinguished Chinese Speaker Series 2004, we aim to honor and highlight accomplished Chinese and Chinese-American individuals from different sectors of society. Other invitees include Nobel Laureate Chen Ning Yang, movie director Ang Lee, and cellist Yo-Yo Ma.

As the first Chinese-American governor and a man of great integrity, you have earned our highest respect. It would be an honor for us to welcome you at Caltech and learn about your achievements and goals in the state of Washington, about your personal background, and about the role you envision for Chinese Americans in American society and politics. The specifics are flexible and open to deliberation. The format of the meeting could be one of a speech or an interview, followed by some questions from the audience.

The projected attendance for the event is 500-1000 people. These will mostly be members of the Caltech community, including many young Chinese and Chinese Americans who will be strongly inspired by your presence. They will be joined by SW-CSSA members from other schools.

We sincerely hope you can consider our invitation. Please do not hesitate to contact us if you have any questions. Thank you very much for your time.

With kind regards,

Wei Ji Ma
Vice-President, Caltech C
Executive, SW-CSSA

Email: ma@klab.caltech.edu
Phone: (626) 395 2873
California Institute of Technology
Mail code 139-74
1200 E. California Blvd.
Pasadena, CA 91125

Caltech C webpage: http://www.its.caltech.edu/~chinese

Appendix 5

Campus and CCSA Contacts

Campus

International Student Programs, http://www.isp.caltech.edu, x6330
Advisors: Jim Endrizzi, 错误！超级链接引用无效。; Athena Trentin,
athena2@caltech.edu

Caltech Y, http://www.caltechy.org, x6163
Director: Greg Fletcher, gregf@its.caltech.edu, x6163

Office of Public Events, http://events.caltech.edu, x4688
Director: Denise Nelson Nash, dnn@caltech.edu

Dining Services: x3388 (also for reservations Winnett)

Graphic Resources: http://www.its.caltech.edu/~gaf, x6701

Hong Kong Student Association: http://www.its.caltech.edu/~hongkong
Caltech Chinese Student Association (ABCs): http://www.its.caltech.edu/~ccsa
Taiwanese Graduate Student Association: http://www.its.caltech.edu/~cccc
Asian-Pacific Student Union: http://www.its.caltech.edu/~apsu

Other CSSAs

UCLA: http://www.studentgroups.ucla.edu/cssa
USC: http://www-scf.usc.edu/~usccssa
UCI: http://spirit.dos.uci.edu/cssa
UCR: http://www.cssa-ucr.org
UCSD: http://www-acs.ucsd.edu/~cssaucsd

SW-CSSA (joint Chinese Students and Scholars Associations of Southwest America):
swcssa@yahoo.com 错误！超级链接引用无效。http://cssa-union.org

Appendix 6

Example of term report

Dear Cers,

   Thanks for your email voting for the new committee. And again the on-site election party will be on 8pm Saturday May 15 at the South Recroom of the Catalinas. Please come over to meet the new candidates, and vote for the new committee. Hope to see many of you there.
   The Caltech C ExCom also wants to take this opportunity to thank you all for the great support to our work in the past half year. Below is the summary of our work for your reference. If you have suggestions for the future committee, please feel free to let us know. Thanks.

Caltech C ExCom 2004 Spring

Caltech C term report
The term of this committee has been Dec 13, 2003 - May 20, 2004.
The committee has consisted of

* President: Yong Hao
* Vice President and Coordinator: Wei Ji Ma and Lisa Wang
* Treasurer: Chao Bian
* Culture/Entertainment Director: Ru He
* Sports/Outdoor Activity Director: Bolin Lin
* Information Director: Yu Liu
* Document and Promotion Director: Xiao Lu

This is the first time that the committee has consisted of as many as eight people. We have been happy with this number, since it allowed everybody to focus on specific tasks. However, it required quite a lot of coordination by the President. We have only met a few times with the entire committee. Activities were organized by subcommittees, and coordinated within them. General updates were sent over email.

The Caltech C has had around 430 members during this time.

We will now briefly describe the activities organized by the committee.

The Spring Festival Party was a great success, with an attendance of about 300 people, and several hundred more for the dinner. The audience praised the originality of the performances. It was held in Baxter. Video clip CD and DVDs were made. Download is provided on C's homepage.

The Spring Festival Party was incorporated in a Chinese Culture Week, organized together with the Hong Kong Student Association, the Asian-Pacific Student Union, and the Caltech Chinese Student Association. These collaborations were very successful. Our joint application was well-liked by all funding sources. The Culture Week featured Red Door workshops on Chinese crafts, Chinese Chess, Chinese scroll writing, an art performance, a Chinese brush painting class, and movie nights. They were all well attended, except for the movie nights.

We managed to get an $10,000 Moore-Hufstedler Fund application approved, for our Distinguished Chinese Speaker Series and Space Flight Exhibition. We have approached a lot of potential speakers, including Yo-Yo Ma, YaoMing, Gary Locke, and Jet Li. These people were all too busy or do not do public performances. Current options are Prof. Lizhi Fang, Dr. David Ho, Dr. Albert Yu (confirmed), and maybe one of the Chinese Nobel Prize Winners. The money will be available for the next committee to invite these speakers.

We have held two Spring Break trips, each with about 20 participants. One went to the Grand Canyon, and one was a ski trip to Mt. High. Both were very successful.

On April 7th, we went with several hundred C members to the Rockets vs Clippers basketball game, in which basketball star Yao Ming was playing. We also provided tickets for the rest of the Caltech community (several hundred) and we coordinated with other schools via SW-CSSA and CSSA-UCLA (also several hundred); in total we had 900 people in our group. Some of our members participated in on-court games, to the great enjoyment of everyone.

Invited by the ISP, we have provided a dance performance for a conference of International Student Advisors, at Loyola Marymount. The conference participants liked it very much.

We organized a marrow donor drive in response to an action for Jian Yu and other Asian leukemia patients.

We participated in the International Week with home-made food and performances. Both were received well.

We held a Chinese Chess tournament (the third). This was quite small, but still successful. We are still looking for someone who wants to organize it next time. We have money for buying xiangqi and weiqi and guoji xiangqi equipment. It may be a nice idea for the next committee to hold a Chinese game night.

On May 8th, we held a day-long Beach Party on beautiful Point Dume State Beach. 55 people participated, and we had a lot of fun playing sports and games.

We held a Chinese Space Flight exhibition, featuring unique photos and videos provided by the Chinese Consulate. More than 50 people visited.

We have redesigned our website and opened a Caltech C webserver.

The traditional movie night continues.

We have started a committee handbook to transfer our experiences and   practical information (where to find what if you want to organize X).

We have made a start with an alumni database, allowing closer contact   between C members and alumni, and, when the network grows, providing an opportunity for C alumni to interact with each other.

In collaboration with CSSA-UCLA, we have made a lot of efforts to improve the visa situation for Chinese students from China. They often have to wait for a long time and get stuck in China. We have talked with many officials and made sure the severity and urgency of the problem is understood.

We are looking back onto a very happy and intense term, and we want to thank all volunteers for their help, and all of the C members for their participation and support.

Caltech C Committee

Appendix 7

Sponsors and VIP list

Current version: Summer 2004

Consulate General of China in Los Angles

Mr. Zhong, Jianhua
Consul-General

Mr. Cai, Zixian
Vice Consul-General

Mr. Li, Yaosheng
Consul for Education

Mr. Dong, Zhexue
Consul for Education

Mr. Liu, Wansheng
Consul for Education

Faculty members

Prof. Yuk L. Yung
Geological and Planetary Sciences
160 S. Mudd
M/C 150-21

Prof. Nai-Chang Yeh
Physics
128 Sloan Annex
M/C 114-36

Prof. Theodore Y. Wu
Engineering Science
315 Thomas
M/C 104-44

Prof. Zhen-Gang Wang
Chemical Engineering
217 Spalding

M/C 210-41

Prof. Yu-Chong Tai
Electrical Engineering
25 Moore
M/C 136-93

Prof. Steven Low
EE & CS282 Jorgensen
M/C 256-80

Prof. James Z. Lee
Humanities and Social Sciences
301E Baxter
M/C 228-77

Prof. Yizhao (Thomas) Hou
Applied Mathematics
300 Firestone
M/C 217-50

Prof. D. Roderick Kiewiet
MC 228-77

Feng-Ying Ming
Division of the Humanities and Social Sciences
M/C 228-77
(lecturer in Chinese)

Mrs. Xiangyun Wang
Division of the Humanities and Social Sciences
MC 228-77
(lecturer in Chinese.)

Caltech management

President David Baltimore
204 Parsons-Gates
M/C 204-31

Margo Post Marshak
V.P.
Student Affairs
100 Parsons-Gates
M/C 100-31

Michael R. Hoffmann
Dean of Graduate Studies
105 Keck Lab
M/C 138-78

Dr. Alice Huang
Senior Counselor for External Relations
Faculty Associate in Biology
M/C 1-9

Sandy Karhu
HR International Scholar Srvs.
266 S. Chester
M/C 4-11

Marjory Gooding
HR International Scholar Srvs.
266 S. Chester
M/C 4-11
Pasadena, CA 91125
(626) 395-8808

Mr. James Endrizzi
Assistant Director, International Student Programs
M/C 250-86

Athena Marie Trentin
International Student Programs
251 Center for Student Services
M/C 250-86

Tina Lai
International Student Programs
250 Center for Student Services
M/C 250-86

Ms. Athena Castro
Exec. Director, Caltech Y
Center for Student Services
M/C 158-86

Greg Fletcher
Caltech Y
158 Center for Student Services
M/C 158-86

Prof. Jean-Paul Revel
Dean of Students
092 Alles
M/C 156-29

Barbara C. Green
Associate Dean of Students
barbarag@caltech.edu

Prof. Gary A. Lorden
Professor of Mathematics
286 Sloan
M/C 253-37

Ms. Suzette Y. Cummings
Dean of Students Office
210 Center for Student Services
M/C 210-87

Judy Young
Student Affairs
M/C 210-87
(626) 395-3662
jyoung@studaff.caltech.edu

Stan Borodinsky
Chief Administrator for Student Affairs
205 Center for Student Services
M/C 210-87
(626) 395-6321
stan_borodinsky@caltech.edu

Alumni

Dr. James Zhu
Perkins Coie LLP
1620 26th Street
Sixth Floor, South Tower
Santa Monica, CA 90404
(patron and alumnus of Caltech C)

David Ho
(Caltech Trustee; successful entrepeneur; involved in AIDS research)

York Liao
(Caltech Trustee, Co-founder and Executive Director of Varitronix)
yliao@pacific.net.hk

Alumni who have replied to the email about the Alumni Database (see mail folder "alumni" in Caltech C ITS account):

Alyce Su, PhD 1988, biotechnology, strategic consulting, asset management, alycesu@hotmail.com
Wenmei Shi, PhD 2001, molecular diagnostic, wenmshi@yahoo.com
Lifang Li, PhD 1999, communications engineer, lifang@systems.caltech.edu
Wen-Hong Li,   PhD 2000, biochemistry and cell biology, wen-hong.li@utsouthwestern.edu
Wen Chen, PhD 2000, genetics, bioinformatics, wchen@its.caltech.edu
Chenggong (Charles) Fan, PhD 2001, electrical engineering, fab@rainfinity.com

Outside sponsors and contacts

Miao Hai
Warmuth & Qi, LLP
400 S. Atlantic Blvd., Suite 203
Monterey Park, CA 91754
1-877-282-1688
mhai@wnattorneys.com
(Held Immigration Seminar + individual consultation for Caltech C.)

Sherry Hu
Brand Executive
YHS TRADING (USA) INC.
755 Epperson Drive
Industry, CA 91748-1335
(has sponsored a lot of Yeo drinks for our events)

Mr. Bill Bogaard, Mayor of Pasadena
and the Members of the City Council
100 N Garfield Ave.
Pasadena, CA 91109
(We sent him an invitation for Spring Festival 2004, he replied that he regretted he couldn't come.)

Charles Ding
Singtao Newspapers Los Angeles Ltd
10 S Palm Avenue
Alhambra, CA 91801
JCZDING@aol.com

(very nice reporter)

Qiao Bao (Chinese Press)
2121 W Mission Road
Alhambra, CA 91803
(Has sponsored other schools' CSSA events before.)

Recommendations specifically for the next committee (2004/2):

We need to stay in contact with Albert Yu. He was senior VP of IBM, and he has approved to be a speaker in the Distinguished Chinese Speaker Series. a@albertyu.com

It would be wonderful to get this Speaker Series going. There is a lot of money. We have example letters. We have contact with David Ho (Margo Marshak may also help with this). Fang Lizhi and Yang Chen-Ning (or another Nobel Prize winner) are other options. Useful organization is the Committee of 100 (Most Distinguished Chinese-Americans). Lisa has the contact info of Charles Shih, executive of this organization.

We have SIF money for purchasing Chinese Chess and WeiQi (Go) sets. You can buy these, and think about what to do with them. We recommend a games night (a tournament may be too formal).

Rockets vs Clippers game next year: contact is Jana Suko (LA Clippers) 213 758 7544. She wants to plan our group event again next season, but maybe Lakers is a better idea. If you are interested, try to negotiate with a sales representative as soon as possible. Collaborate with other CSSAs if needed.

It would be a really good idea to change the email settings of the ITS account of Caltech C such that spam does not come in so easily anymore. (Bayesian spam filter?)

Reservations made for Celebrations: Winnett Oct 2, 2004 and Feb 12, 2005; Dabney Feb 12, 2005. It is useful to confirm these (x6488). We were trying to reserve Ramo Auditorium for Moon Festival 2005, but this has never been confirmed.

Alumni database: it would be good if this would grow and become directly useful for C members (see section on Alumni). Prof. Yung can help us with this. Current replies are in the mail folder "alumni" of the Caltech C ITS account. Stay in touch with them!!

Make sure to be included in the directory of clubs and organizations (mailings about funding etc.). I don't think we are in this now.

There exists an old (1988) version of the Caltech C Bylaw, which can be found on the website. Since this Experience Book is more informational, we should not stick to the old Bylaw; some of its contents are really out of date. However, it would be helpful to revisit the Bylaw, possibly modify it, and make the two documents more compatible.

It would be useful to make a policy about how to sponsor the sports teams, the outdoor activities, and other small activities.

Future committees needs to keep a good record of the C properties, and try by all means to avoid repetitive investments. One possible way is to make tags like what we see on Caltech computers, and that the treasurer keeps a record (list) of all properties. After the

election party, the new treasurer and president could sign to transfer these properties.

Please update this Experience Book at the end of your term, and transfer it to the next committee.