Travel Request Evaluation

Associated Students, CSUF Inc. Association for Inter-Cultural Awareness

Guide to Evaluating Travel Requests

AICA serves as the multicultural programming board of the ASI. This includes the goal of encouraging and supporting the multicultural programming of Council members by controlling the channeling of funds.

Thus, AICA representatives are required to attend Finance Committee Meetings for the purpose of admitting new council members and listening to and evaluating Allocation Requests. To better understand your role on the finance committee, please read this document carefully. Please also refer to the Guidelines for Presenting Your Allocation Request Form as this document outlines requirements and expectations for allocation requests.

Below are guidelines and criteria that will help you or your designee evaluate Allocation Requests.

Consider the following guidelines as you read the proposal and listen to the presentation.

<table>
<thead>
<tr>
<th>Allocation Request (Funding Proposal)</th>
<th>1 (Poor)</th>
<th>3 (Average)</th>
<th>5 (Excellent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal is unorganized and missing items. Written responses are limited, vague, incomplete and/or contain numerous grammatical errors. Inadequately answers questions.</td>
<td>Proposal is moderately organized; contains some errors; written responses include some specificity and provide partial answers to parts of the questions.</td>
<td>Proposal is well organized, complete, and free of errors; Written responses clearly and specifically answer the questions 1-9 with relevant details.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Presenter</th>
<th>1 (Poor)</th>
<th>3 (Average)</th>
<th>5 (Excellent)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Presenter seems confused and uninformed about the proposal and the details about the program. Unable to adequately answer follow up questions.</td>
<td>Presenter is somewhat knowledgeable and able to answer a few questions, but not clear about everything related to the event.</td>
<td>Presenter is very knowledgeable about and able to clearly explain the program and the details. Presenter can answer follow up questions very well.</td>
<td></td>
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Types of questions to ask include but are not limited to:
- Please elaborate on the purpose of the travel.
- Why do you want to attend the event?
- Elaborate on the educational and cultural value of attending the event.
- Explain specifically how the campus community will benefit from your attending this event?
- How many people will attend event?
- What kind of fundraising have you done?
- How much money has your group raised?
- How will you assess risk?
- What kinds of problems or challenges do you anticipate? How will you respond?
- What would you do if AICA does not approve your funding request?
### Travel Request Evaluation

**Name of Organization Presenting Proposal:** ________________________________  **Date:** ____________

Please evaluate the TRAVEL Allocation Request based on these ratings:

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Poor</td>
<td></td>
<td></td>
<td>Excellent</td>
<td></td>
</tr>
</tbody>
</table>

1. The type of event is clearly and concisely stated: 1 2 3 4 5

2. The purpose of the event is well explained: 1 2 3 4 5

3. I understand the educational and cultural value of this event: 1 2 3 4 5

4. The proposal clearly explained the **benefit to the university community**: 1 2 3 4 5

5. The **program or event** students will coordinate for the campus community was well explained: 1 2 3 4 5

6. Proposal was well structured, organized and easy to understand: 1 2 3 4 5

7. Proposal was well-written, concise, to the point, and had **minimal grammatical errors**: 1 2 3 4 5

8. Presenter was confident, knowledgeable, and could answer questions: 1 2 3 4 5

**Questions/Comments:**

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_AICA_