Guidelines for Presenting your Allocation Request Form: Club Programming

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. For this reason, AICA groups are required to submit an Allocation Request Form and to formally present this request at the Finance Committee meetings, and, if the requested funding is over $1,500, to the General Council.

ITEMS FOR WHICH YOUR REQUEST FUNDING MUST COMPLY WITH AICA BY-LAWS AND THE ASI FINANCIAL HANDBOOK

Below are guidelines that will help you or your designee conduct a strong Allocation Request for Club Programming presentation. Here are some quick tips:

✓ **Know the proposal inside out – Be knowledgeable about your program/event.**
   Whoever presents the allocation request should be well versed on every component of the allocation request form (i.e., each section) and familiar with the AICA process for approving funding requests.

✓ **Be prepared to answer questions related to your allocation request**
   All presenters should be able to answer most, if not all, questions regarding the event and funding request. Presenters should be well organized, knowledgeable, and confident in their ability to respond to questions that require clarification, elaboration, examples, back-up plans or alternatives (in case the proposal is approved for only partial funding), or any other items that is relevant or pertinent to the allocation request.

✓ **Practice, practice, practice presenting your proposal in advance!**
   Practicing presenting your proposal prior to finance committee will help you understand the process better, develop your public speaking skills, and increase your confidence! Schedule an appointment with an executive board member or an advisor.

**PLEASE NOTE:** proposals and presenters will be evaluated by the finance committee. *Refer to the Allocation Request (Funding Proposals) Evaluation for details on evaluation criteria.*

The allocation request form is organized by the following sections:

> **Cover page**
  - The total listed on the **budget line** should correspond with the total amounts listed on the **dispersal outline** (p. 1) AND with the total listed on Question 8 (Budget) in the column **AICA Requested Amount** (p. 3)
  - The vendors and amounts listed on the **dispersal outline** (p. 1) should correspond with the **Vendor and Quoted Price** listed on page 4.
  - The person whose name appears on page one should be the AICA representative
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- The AICA representative should be the person presenting the proposal
- All responses should be specific, not vague; grammatical errors should be minimal.

> Question 1: Event Type
- Response should clearly explain what exactly the event is.
- The response should be specific, not vague; grammatical errors should be minimal.

> Question 2: Purpose
- Response should clearly explain the purpose of the program.

> Question 3: Cultural and Educational Value
- Response must clearly indicate three specific cultural aspects members of the university community would learn if they attend this event.

> Question 4: Program Agenda
- Provide an outline and/or an agenda of the event that clearly indicates what how it will happen, when, and where.
- Outline/agenda must be easy to read and understand.

> Question 5: Attendance
- Indicate your expected attendance and verifiable attendance from previous year (if you are hosting the same program)
- Explain how you verified attendance.

> Question 6a: Success Rating
- If applicable, on a scale from 1 (Poor) to 5 (Excellent) rate the success of last year’s program. Explain why you selected your particular rating.

> Question 6b: Success Rate Criteria
- List the specific criteria your organization used to rate the success of last year’s event.

> Question 6c: One Component of Improvement
- Pick on aspect of your event(can match with criteria terms) that you would like to improve and please explain how you would improve it.

> Question 7: New Program Rating Criteria
- List the criteria your organization will use to evaluate the success/failure of the new program.
> **Question 8: Marketing Plan**
> - Explain your marketing plan; indicate your primary audience(s)

> **Question 9: Organizational Leadership**
> - List the student leaders, your advisor, and provide requested contact information

> **Question 10: Budget**
> - The presenter must describe and explain:
>   a) the specific items and amounts for which AICA funding is being requested (first two columns)
>   b) the items that the student organization will pay for (third column)
>   c) the total cost of the event (fourth column)
> - The budget must be easy to read, easy to understand

**PLEASE NOTE:** the amount listed in the “total” line on page 1 under *Budget Line and Name* must equal the amount listed under the *Dispersal Outline* (also on page 1), which must also equal the total listed on Question 8 (Budget) in the column *AICA Requested Amount* (p. 3).

- **Vendor Quote Sheet:**
  - Only list items for which you seek AICA funding
  - Each item must be listed in the corresponding box
  - **You must be specific**
    a. For example, do not list “catering” as an item; instead, indicate the actual food items you wish to purchase with AICA funding (i.e., 2 platters of mini-sandwiches, 1 case of soda [24 cans])
    b. You must also list the quoted price for each item (i.e., $12 per dozen/sandwich platter; $4 per case of soda)
  - You must provide at least 3 quotes for each item you want AICA to fund
  - Please arrange your vendor quote sheet so that it corresponds with the vendors as listed on the *Dispersal Outline* on page 1
  - Quote sheet must be well organized, clear, easy to read and understand
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- **Supporting Documentation Required**
  - Facility Reservation Confirmation
  - Brief biography of speakers or performers (if applicable)
  - Copy of flyer with ASI logo and AICA acknowledgement

**YOU MUST PROVIDE 10 STAPLED COPIES (DOUBLE-SIDED) OF YOUR COMPLETED ALLOCATION REQUEST OR COMPLETE THE ONLINE DOCUMENT PROVIDED ON THE WEBSITE**

INCOMPLETE ALLOCATION REQUEST FORMS WILL NOT BE CONSIDERED

HOW TO PRESENT YOUR PROPOSAL – PRACTICE IN ADVANCE

For instructions and details on how to present your proposal, please contact the AICA Executive Board or the advisors to schedule an appointment.

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