Guidelines for Presenting your Allocation Request Form: Paired 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 YOU 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 Paired Programming presentation. Here are some quick tips:

- **Know the proposal inside out – Be knowledgeable about your program/event.**
  - Since this is a proposal for paired programming, representatives from each group must share the responsibility of presenting the allocation request.
  - Thus, each presenter 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!**
  - Since it’s a paired programming proposal, the AICA representatives from each of the partnering organizations must share the responsibility of presenting the proposal.
  - Practicing presenting your proposal prior to finance committee will help you:
    - Understand the process better
    - Determine each person’s role and the sections each person will present
    - Develop your public speaking skills
    - Increase your confidence!
  - Schedule an appointment with an executive board member or an advisor
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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.
- All responses should be specific, not vague; grammatical errors should be minimal.

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