BEFORE YOU SIGN UP TO PRESENT YOUR PROPOSAL AT NEXT WEEK’S FINANCE COMMITTEE
YOU MUST COMPLETE THE FOLLOWING TASKS:

1. Consult with an AICA Leader or an advisor BEFORE you submit your Allocation Request Form
   ○ Discuss the details of your event/proposal with the advisor; this will include an assessment about the food policy, non-consumable items, and if your program requires an Event Safety Planning Meeting
   ○ This meeting will help you avoid the major pitfalls associated with the allocation process (common mistakes, confusion, etc.)
   ○ You must get your finance committee form signed by the Executive Board/SAL/Advisor before you sign-up for Finance Committee.

2. Review the AICA By-Laws (specifically, Articles VI and VII) and the ASI Financial Handbook

3. Review the Campus Catering Options (if you plan to have food at your event)

4. Review the Guidelines for Presenting your Allocation Request Form (Funding Proposal)

5. Review the Guidelines for Evaluating Allocation Request Form (Funding Proposal)

6. After you have completed 1-5 above, then sign up to present your Allocation Request at AICA Finance Committee

BEFORE YOU SIGN UP TO PRESENT YOUR PROPOSAL AT NEXT WEEK’S FINANCE COMMITTEE
YOU MUST COMPLETE THE FOLLOWING TASKS:

Depending on the complexity of your event, you should complete the following 4-6 weeks in advance:

1. Consult with an AICA Leader or an advisor BEFORE you submit your Allocation Request Form
   ○ Discuss the details of your event/proposal with the advisor; this will include an assessment about the food policy, non-consumable items, and if your program requires an Event Safety Planning Meeting
   ○ This meeting will help you avoid the major pitfalls associated with the allocation process (common mistakes, confusion, etc.)

2. Review the AICA By-Laws (specifically, Articles VI and VII) and the ASI Financial Handbook

3. Review the Campus Catering Options (if you plan to have food at your event)

4. Review the Guidelines for Presenting your Allocation Request Form (Funding Proposal)

5. Review the Guidelines for Evaluating Allocation Request Form (Funding Proposal)

6. After you have completed the above, then sign up to present your Allocation Request at AICA Finance Committee

Updated on 03/02/2014