Guide to Evaluating Club Programming 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>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 questions 1-7 with relevant details.</td>
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</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>
</tr>
</tbody>
</table>

Types of questions to ask include but are not limited to:

- Please elaborate on the purpose of the event – why have this event?
- Explain specifically how the campus community will benefit from this event?
- When did you start planning?
- How many people will help you staff and execute the event?
- Who will help you staff and execute the 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 (or have you encountered in the past)?
- How will you address or respond to problems?
- What would you do if AICA does not approve your funding request?
Club Programming Evaluation

Name of Organization Presenting Proposal: ___________________________________________ Date: ___________

Please evaluate the CLUB PROGRAMMING Allocation Request based on these ratings:

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

1. The type of event and its components were clearly and concisely stated: 1 2 3 4 5

2. I understand the **purpose** of this event: 1 2 3 4 5

3. The proposal clearly identified **3 specific cultural outcomes** the attendees would achieve: 1 2 3 4 5

4. The **marketing plan** is broad, creative, and designed for the target audience: 1 2 3 4 5

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

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

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

**Questions/Comments:**