Guidelines for Presenting your Allocation Request Form: Travel

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 Travel presentation. Here are some quick tips:

✔ Know the proposal inside out – Be knowledgeable about the program/event you wish to attend.
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 for travel.

✔ Be prepared to answer questions related to your travel 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 10 (Budget) in the column AICA Requested Amount (p. 4)
- The vendors and amounts listed on the dispersal outline (p. 1) should correspond with the Vendor and Quoted Price listed on page 5.
- The total listed on the budget line should correspond with the total amounts listed on the dispersal outline.
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- The person whose name appears on page one should be the AICA representative
- The AICA representative should be the person presenting the proposal

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

> Question 2: Purpose of the Event
- Response should clearly explain the purpose of the event.
- The response should be specific, not vague; grammatical errors should be minimal.

> Question 3: Benefit to the Campus Community
- Explain specifically how members of the university community would benefit from your attendance to this event/program;
- Response should include specific examples about how will you share the information or knowledge you acquired with members of the campus

> 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 expected attendance and verifiable attendance from previous year (if you attended 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.
- The response should be specific and clear, not vague.

> Question 6b: Success Rate Criteria (Recurring Travel)
- List the specific criteria your organization used to rate the success of last year’s event.
- Response should be specific and clear, not vague.

> Question 6B: First Time Travel
- List the criteria your organization will use to evaluate the success/failure of the new program.
- The response should be specific and clear, not vague.

> Question 7: Program for Campus Community
- Describe the program or event you will conduct as a means to share the knowledge, experience, and skills you acquired as a result of your travel to this program.
- Response should specific and clear.
> **Question 8: Organizational Leadership**
  - List the student leaders, your advisor, and provide requested contact information

> **Question 9: 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:**
- AICA MAY FUND A MAXIMUM OF 2 PERSONS FROM A COUNCIL MEMBER TO ATTEND ANY 1 CONFERENCE.
- NO INDIVIDUAL MAY RECEIVE MORE THAN $500 FOR TRAVEL PER FISCAL YEAR.
- ASI DOES NOT FUND INTERNATIONAL TRAVEL.
- For more details, please refer to the ASI Financial Handbook.

**PLEASE NOTE:** the amount listed in the “total” line one 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 10 (Budget) in the column *AICA Requested Amount* (p. 4).

- **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 mini-sandwich platters, 1 case of soda [24 cans])
    b. You must also list the *quoted price* for each item (i.e., $12 per /sandwich platter; $4 per case of soda)
  - You must provide at least 3 quotes per 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
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- Quote sheet must be well organized, clear, easy to read and understand

• Supporting Documentation Required
  - Registration form that includes all pertinent travel details (date, time, location, cost of registration, etc.)
  - If registration form is not available, download all pertinent travel information and details directly from the conference website.
  - Estimated mileage to conference site. Starting point would be: CSUF, 800 N. State College Blvd., Fullerton, CA. 92834.

YOU MUST PROVIDE 10 STAPLED COPIES (DOUBLE-SIDED) OF YOUR COMPLETED ALLOCATION REQUEST

INCOMPLETE ALLOCATION REQUEST FORMS WILL NOT BE CONSIDERED

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

If your Travel Allocation is approved, you will need to meet the following requirements:

1) Complete a Delegate Contract Form and submit to an AICA Advisor no later than one week prior to your trip. Forms are available on the AICA website.

2) Provide a one-page, written report to ASI Leader and Program Development (TSU 269) no later than 15 school days after you return from the conference.

3) Conduct a presentation to the AICA General Council no later than 15 school days after you return from the conference. NOTE: consult with AICA chair to confirm that your presentation is placed on the meeting agenda.

4) If you are traveling and plan to use either your own vehicle or plan to rent a vehicle for the purposes of your travel, you must complete an Authorization to Use Privately-Owned/Rental Vehicle form and submit to an AICA advisor no later than one week prior to your trip. This form supplies the ASI with your current license and insurance information. Forms are available on the AICA website.

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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