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.**

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