Pre-Funding Checklist

• Have you filled out either of these forms? Please do so to whichever apply:
  o Travel Request Funding Form:
    ▪ [https://asicsuf.wufoo.com/forms/x10jyka719i30cz/](https://asicsuf.wufoo.com/forms/x10jyka719i30cz/)
  o Programming Funding Proposal
    ▪ [https://asicsuf.wufoo.com/forms/w1lpcwrs0ll9icm/](https://asicsuf.wufoo.com/forms/w1lpcwrs0ll9icm/)

• Fill out Finance Committee Sign up Form to be on Finance Committee!
  o [https://asicsuf.wufoo.com/forms/w1xwhu4x0ulgnyd/](https://asicsuf.wufoo.com/forms/w1xwhu4x0ulgnyd/)

• Email Exec Board member or person you identified to have Advising with!
  o Prepare Presentation and Review Proposal with Advisor

• BEFORE your presentation to Finance and GC:
  o Email Presentation and Supporting Documents to aica@fullerton.edu
  AT LEAST 2 DAYS BEFORE PRESENTATION.

• Day of Proposal—**arrive at least 10 minutes early to prepare proposal presentation:**
  o Bring 5 copies of the proposal to the Finance Committee and General Council.
  o Upload and show any supporting documentation, video, advertisement, powerpoint along with your vendor sheet and original proposal in electronic form.