



Business Inter-Club Council Funding Questionnaire

1. Include the name of your organization, the name of the event, and what expense(s) you are requesting funds for.
2. Include the name of your organization's BICC representative and/or alternate and the president with both of their respective telephone numbers.
3. Explain how members of the organization will benefit from the event.
4. List and describe what promotional techniques were and are being used to inform and encourage other members of attending the event.
5. Explain in detail what will happen should funding be denied for the event.
6. Include any attempts to generate funds and their results.
7. Include a breakdown of expenses related to the request.
8. List any additional information about the event (if any). For example, brochures, programs, receipts or estimates.

This information should be typed and printed onto your organization's letterhead. This will be attached to the Allocation Request Form as the second page of your proposal packet.

An example of the questionnaire is found within your BICC Representative folder.