

# PROPOSAL PROCEDURE

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**All forms are available at <http://cbect.fullerton.edu/bicc>**

**TWO** meetings prior to the BICC meeting you wish to propose in, announce your intent to propose during Member's Privilege, and confirm with the Vice President of Finance.

**ONE** meeting prior to the BICC meeting you wish to propose in, submit the rough draft of your proposal to the Vice President of Finance and the Financial Review Committee for suggestion, corrections, and comments. You can submit your packet earlier than this deadline, but no later. Your proposal will be returned to you that same Tuesday.

Your proposal packet consists of (in this order):

- Allocation Request Form
- Completed Funding Questionnaire (typed on your organization's letterhead)
- Summary of total expenses (per person), and breakdown of how costs are going to be covered (.ie. fundraisers, personal contribution, BICC funding). All participants should be identified--either as a board member (and position), or as a member of the organization
- Proper documentation to support expenses listed in the expense summary. Examples:
  - At least three quotes for airfare
  - At least three quotes for hotels (or for one specific hotel if sponsored by conference)
  - Flyer supporting registration costs

The VP of Finance & Financial Review Committee will review your packet, and the following actions may be taken:

- Let you know that everything is in order and approve proposing at the next meeting
- OR alert you to changes that must be made prior to proposing (i.e. per ASI policy or missing paperwork). These changes need to be made and the packet resubmitted for approval. If the packet is not approved by noon on Thursday, the proposal cannot occur at the next meeting—it will be delayed at least until the meeting after that. For this reason it is to your advantage to submit your packet to the VP of Finance *as early as possible*. There are no exceptions!

After your packet is approved, make copies for all the BICC Representatives and Executive Board members (approx. 25). Bring these copies to the meeting that you are proposing in. At the meeting, be prepared to discuss the importance of the event, why

you are sending each participant, and why you feel the proposal amount is appropriate. Remember that funds are limited!—ideally everyone could go to all events and receive full funding, but this is not the case.

In general, you should keep in mind:

- 100% funding is not given
- Participants should cover some of the cost themselves
- Organizations should attempt to fundraise for the event
- In the case of higher-dollar amount conferences, no more than four members should be sent from an organization
- Not all proposals are approved

It is the responsibility of the BICC Representatives to scrutinize all proposals and determine if they are appropriate or not. If a proposal is not appropriate, a motion can be made to amend the proposal to a lower amount or to reduce the number of participants. If such motions fail, it may be necessary to decline the entire proposal.

If you have any questions, please contact  
the VP of Finance as early as possible.

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