SIF Application Checklist

So you want to have an SIF event? Great, use this checklist to help plan the best SIF event!

Message from the SIF Council:
We are so excited that you have decided to apply for an SIF event. Please use the following checklist to prepare you for our new and improved application process! If you are stuck or have any questions at any point in this process, please contact your HD or RHC or the council at SIF-reslife@udel.edu. We look forward to hearing about your event!

☐ 1. Decide what event you want to do that will build community.

☐ 2. Confirm your date, time, and location with your RHC/HD.

☐ 3. Make a shopping list. You will be required to list items that you wish to purchase on your SIF application.

☐ 4. Think about how you will cover the cost. Will you personally front the money or collect money from your floor? If you are having trouble figuring out this step, talk to your RHC/HD for more options.

☐ 5. Do you qualify for additional funding? If your event is a service, environmentally sustainable, or late-night weekend event you may qualify. See the website for more details or contact SIF-Reslife@udel.edu to see if your program qualifies for up to an additional $40.00.

☐ 6. Develop a plan to advertise and promote your event. Work with your Reslife Staff to find the best way to advertise in your community.

☐ 7. Fill out the application online at http://www.udel.edu/deptforms/reslife/stu_init/index.html

☐ 8. Optional: Come to a council meeting to present your request. All requests will be presented regardless of whether or not the application initiator is in attendance. Meetings for Fall 2012 are held in 049 Memorial on Wednesdays from 2-3pm.

☐ 9. After you receive approval,
   ☐ a. Shop and Advertise!

☐ b. Have a great event!

☐ c. Keep all receipts! Fill out the Reimbursement Form found on the website. Reimbursements will be available in the form of a check on Thursdays by 12:00pm at the Office of Residence Life at 5 Courtney Street.