

Treasurer

1. Manage the finances of APIA during the year
2. Hand in reimbursement requests at the SIL office
3. Handle cash advance slips
4. Attend membership meetings, board meetings
5. *Hold office hours for a minimum of 1 hour a week.*

Pre-Event Checklist

- Get price estimate (food/decorations/guest speakers etc.)
- Take out cash advance
- Pick up decorations

Event Checklist

- Pick up food
- Collect receipts
- Place printed receipts in folder in APIA office
- Take photos of receipts
- *Keep change in a safe place*

Post-Event Checklist

- Upload photos of receipts to RECEIPTS folder in GoogleDrive
- Return cash advance change and receipts to SIL/Student Accounts **within 2 weeks** of taking out
- Update \$APIA Balance\$ spreadsheet in GoogleDrive

SGA Grant Proposal

When applying for a grant, sign up for the Diversity and Inclusion Board (DIB) award at **sga.butler.edu**. There are 4 parts to the application process:

Part 1- Presentation Slides

- Work in partnership with the Secretary to draft a presentation of 3 slides
- There is a presentation example in GoogleDrive

Part 2 - Budget

- Use the \$APIA Balance\$ spreadsheet to complete the DIB grant spreadsheet provided on the SGA website

Part 3 - Grants Application

- Apply for a spot grant
- Upload the finished presentation and budget spreadsheet

Part 4 - Schedule a Presentation Time

- Select a time with the President & Secretary
- Present the size & operations slide and spreadsheet at the SGA meeting

Cash Advances

Take out cash advances **at least 1 day before** the day you purchase food/other materials. The SIL and Student Accounts offices close at **4 pm**.

SIL Office

- Request a cash advance for “ASIA”
- Do not sign the sheet until you receive the money

Student Accounts

- Bring your Butler ID and cash advance slip

Return change and receipts **within 2 weeks**.