

QUICKTIPS!

(Prior to Contracting)

Before a contract is requested the following should occur:

- 1.) Research possible programs thoroughly; request promotional materials, price, available dates, and other contractual requirements.
 - a. The Center for Student Enrichment (CSE) can help you with this step.
 - b. *Also, some agencies consider a verbal agreement a contract so don't enter into any verbal or written agreements without consulting with the Student Finance Committee (SFC) or CSE.*
- 2.) Have your group discuss and approve which program to pursue.
- 3.) Check possible dates with the CSE to see which ones conflict with already scheduled major programs.
- 4.) Check on the availability of facilities.
 - a. You can discuss appropriate facilities with CSE staff.
- 5.) Secure the funding for all anticipated expenses.
 - a. If you are requesting funds from the SFC, contact either the SFC chairperson in ASNMU (1203 University Center, 227-2452) or the SFC adviser in the Dean of Students Office (1104 University Center, 227-1710).
- 6.) Negotiate the best price possible and be sure that all contractual requirements have been discussed and agreed upon. Discuss “extras” like classroom visits, receptions, socials, press conferences, workshops, etc., if appropriate.
- 7.) Request the contracts and work with the SFC adviser (if SFC funded) or the CSE staff to process it.
 - a. *Do NOT request a contract until funding and facility are in place. Under NO circumstances should you as a student sign a contract.*