**Documents to Consult**

Mandatory to Consult

* Budget Reports
  + [FY19](https://drive.google.com/file/d/1ckxcIDDaOuRkDrsmOkSlDjqydBEBwI_l/view?usp=sharing)
  + [FY20](https://drive.google.com/file/d/1RhD5fxWl2vQGC2hNcunhMa2y4i0SPdH4/view?usp=sharing)
  + [FY21](https://docs.google.com/document/d/1CEM3HTtHGWooFW664H_pGhrEdcl3ISXGSyaenr0RAqY/edit)
* Applications for Funding
  + [FY19](https://drive.google.com/drive/folders/1a0_ON-5fgIy9z6641ALa61WsrQfOEvq2?usp=sharing)
  + [FY20](https://drive.google.com/drive/folders/1i6sBfkBVISPc3-QtHAvjQQF8JCFVGM8X?usp=sharing)
  + [FY21](https://drive.google.com/drive/folders/1UOUdjlFrjhi_q3ylgHiQIQD55zZUafwP?usp=sharing)
* Audit
  + [FY21](https://drive.google.com/drive/folders/1ZkBOeOuIZzGlrkfdi7oJiS6S7_O675HS?usp=sharing)

Recommended:

* Campus Journalism
  + Check if the Hoya or Voice have articles documenting problems with these groups in their archives
* Speak with your coverage entity if you haven’t already done so
* Reach out to last year’s liaison to the group (many of them can be found in the Committee still)

**Specifications for the Memo**

Style:

12 Pt Font, Times New Roman, 1-2 Pages, Single spaced, with a space after each paragraph, normal margins, write in direct tone, almost like you would write a business letter without the greeting and salutation.

Outline:

* Context into how much funding they’ve typically received, how they traditionally allocate money, and how they’ve managed with that funding
* Outline what specific recommendations they’ve outlined for us in their Applications
  + Have we implemented those changes?
* Elaborate on this point: what stands out to you as a liaison from reading these documents? What strikes you about the organization’s past leadership and past managements? Where should we proceed first?