

Chair		Vice-Chair	
Cambria Norton chair.cicc@gmail.com Office Hours: Tuesday 8:45-9:45		Tawni Nguyen finance.cicc@gmail.com Office Hours: Monday 2-3	
Director of Administration	Director of Productions	Director of Communications	
Maggie Flanagan doa.cicc@gmail.com Office Hours: Monday 10:45-11:45	Claudia Juarez dop.cicc@gmail.com Office Hours: Monday 10:45-11:45	Sarah Marin dcomm.cicc@gmail.com Office Hours: Wednesday 9-10	

- Wednesday 11:59PM**
 - Email name of event & proposal amount to Chair
 - Email any other agenda modifications to Chair (including after event presentations)
- Friday 5PM**
 - Email all proposal paperwork & presentation to Vice-Chair for OPTIONAL review
- Sunday 9AM**
 - Email all proposal documents & presentation to Director of Productions
 - Upload proposal presentation to Titanium Community
- Monday 9AM**
 - Text Director of Administration if you will be absent/tardy
 - Give Allocation Request Form to Vice-Chair before meeting begins
- Host Event!**
- Within Ten Days**
 - Submit receipts to Vice-Chair (by Wednesday 7PM to be reimbursed by following Friday)
- Within Two Weeks of Event/Travel**
 - Post-event/travel presentation due

Additional Travel Deadlines

Submit "Before Travel Packet" to Vice Chair **at least 10 days before departure**
 Submit "After Travel Packet" to Vice Chair **within 2 weeks of travel**