

ACP Internal Medicine Interest Group (IMIG) Sponsorship Program Application Checklist

- ☐ Names, ACP member numbers, email addresses, and phone numbers of 2 IMIG student leaders
 - Don't have an ACP member number? Join as a Medical Student Member for FREE:
 - <https://studentjoin.acponline.org/studentjoin>
 - Even if you have more than 2 student leaders, we only need 2 representatives
- ☐ Name, email address, phone number of the club's faculty advisor (physician faculty member who provides guidance and support to your IMIG)
- ☐ ACH payment information to receive electronic payments to your club. If you do not know the information, reach out to the department that has oversight of the IMIG account
- ☐ Payee and shipping address for funding checks if your club cannot receive electronic payments
 - Checks must be made payable to a club bank account or an institution, they cannot be made payable to an individual. Please confirm payee with your school's accounting office before submitting to prevent delays in your application.
- ☐ An idea of what activities/events your club will execute in the coming academic year. You can plan activities with your local ACP Chapter or explore events other clubs have planned in the past. ACP has also prepared three pre-packaged activities that can be downloaded once your IMIG Sponsorship application has been processed. You can also find ideas for club activities in our IMIG Resource Guide.
- ☐ Your institution's W9 form