

## 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.
- Shipping address for recruitment materials
- 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 club's bylaws/charter and institution's [W9 form](#). You only need to upload these documents if you've never participated in the program before OR if information on those forms has changed. Find a sample IMIG Bylaws in the [IMIG Resource Guide](#).