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

☐ Names, ACP member numbers, email addresses, and phone numbers of 2 IMIG student leaders
  
  O Don’t have an ACP member number? Join as a Medical Student Member for FREE: [https://studentjoin.acponline.org/studentjoin](https://studentjoin.acponline.org/studentjoin)
  
  O 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
  
  O 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](https://www.acponline.org/chapters) or [explore events other clubs have planned in the past](https://www.acponline.org/about-us/medical-student-conferences). ACP has also prepared three [pre-packaged activities](https://www.acponline.org/medical-student/conference/pre-packaged) 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](https://www.acponline.org/medical-student/conference/pre-packaged).

☐ Your club’s bylaws/charter and institution’s [W9 form](https://www.acponline.org/medical-student/conference/pre-packaged). 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](https://www.acponline.org/medical-student/conference/pre-packaged).