

How do I access ACS event funding?



1

SOAPBOX

Create a user account on or log in to ACS's Soapbox dashboard [here](#).

2

POST

In Soapbox, post your event via the "Submit an Event Proposal" section.

If you are having any difficulty with posting, please reach out to Campuse@acslaw.org.

3

REQUEST FUNDS

Immediately after submitting your event proposal, use Soapbox to "Submit an event funding request" for event costs and speaker travel. *If you think you will request more than \$200 in travel funds, please follow the additional steps below.*

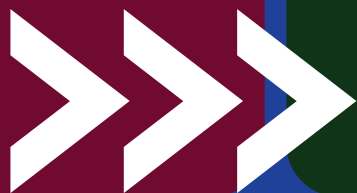
You will receive a response regarding your request in approximately 3 business days.

4

USE FUNDS

After receiving approval, you can:

1. Spend the funds. Then use Soapbox to "Submit an Event Reimbursement Request."
2. Before the event, ask ACS to PREPAY for Event Costs. Send ACS the invoice, the phone number to call, and who to ask for. ACS will call and prepay the expenses.*



Learn More [Here](#).

*For Event Costs ONLY. Speaker travel must go through the reimbursement process.

If you think you might need more than \$200 in Travel Funds

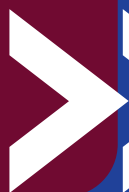


1

CONTACT US

Reach out to your ACS National Liaison with information regarding:

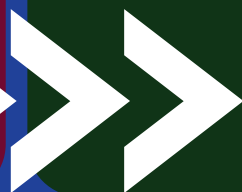
1. Your vision for the program, including the topic and list of potential speakers.
2. An itemized estimate of the expected costs for the program (flight costs, hotel costs, etc.)
3. And any other funding sources for the event, including from the university and cosponsors.



2

INVITE SPEAKER

Once you have received a preliminary approval from your ACS National Liaison for speaker travel, please invite the speaker and clearly communicate the approved ACS Travel amount (we have been approved for \$200 in hotel costs, \$250 for coach airfare, etc.).



3

FOLLOW INSTRUCTIONS ABOVE

Once your event is ready to advertise, follow the instructions above to post the event.

To help us with recordkeeping, please also follow the instructions above to get your funding approval officially logged in our system. Just note in your event funding request that the speaker travel was conditionally approved by your National Liaison.

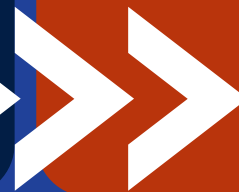


4

USING FUNDS

After receiving approval, you can:

1. Spend the funds. Then use Soapbox to "Submit an Event Reimbursement Request."
2. FOR EVENT COSTS ONLY. Before the event, ask ACS to PREPAY for Event Costs. Send ACS the invoice, the phone number to call, and who to ask for. ACS will call and prepay the expenses.*



Learn More [Here](#).

*For Event Costs ONLY. Speaker travel must go through the reimbursement process.