

## PROCESS TO SECURE OPERATIONAL ASSISTANCE FUNDS

Follow these steps to access Operational Assistance funds from Student Leadership & Involvement (SLI) for payment to *The Daily Helmsman* for your advertisements:

Step 1: Contact *The Daily Helmsman* Advertising Office to determine the date(s), your ad(s) will appear – either in print, digital or another product – the exact size and costs. You may call The Helmsman Advertising Office @ 901.678.2191, or by emailing [helmsmanadvertising@memphis.edu](mailto:helmsmanadvertising@memphis.edu).

Step 2: Proceed to [Tiger Zone Forms Submission](#) to complete the form to request Operational Assistance (link also below). Click the appropriate “Solicitation of Funds” link and follow the steps. You will need to know the size, costs and dates your ad(s) will appear. NOTE: PLEASE COMPLETE THE FORM 24-HOURS IN ADVANCE OF THE HELMSMAN DEADLINE.

<https://memphis.campuslabs.com/engage/submitter/form/start/134541>

Step 3: You should receive a confirmation email from an SLI student assistant once Operational Assistance has been approved, typically within 24 hours.

Step 4: With the confirmation email, go to the SLI office in the University Center (Room 211) and pick up the required form to deliver to *The Daily Helmsman* either in person or scan and email to [helmsadvertising@memphis.edu](mailto:helmsadvertising@memphis.edu). This form (pink) will serve as payment for the requested advertisement. Note in the subject line “Operational Assistance payment,” along with the name of department, club or organization.

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