Instructions for the SGA Funding Request process

STEP ONE – Filling out the Funding Application: *A 20% penalty will be applied if the funding application is not submitted.*

Log in to OrgSync with your ID/password (each member needs to create/setup their own profile then request to join their organization, not SGA)

Once you are logged in hover your mouse over “More” which is located in the menu at the top of the screen, then click on “Treasury”

**PLEASE NOTE:** If you do not see “Treasury” when hovering over “More”, you will need to utilize the instructions (on SGA website or in the SGA DOCS folder) to turn on that feature. Once the feature is active you can proceed with the process.

*When submitting the application you should be doing so from your own organization’s OrgSync page (not Student Government). You also do not need to join Student Government’s OrgSync page for this process.*

![Image of OrgSync screen showing Manage Budgets](image)

Your screen should look like the one below.

![Image of OrgSync screen showing Treasury](image)

Click on “Manage Budgets” (as shown above) then your screen should look like the one below.
Select “FY 2017 (September 1, 2016-August 31, 2017)” in the “Period” field. Then click the green “New Budget” button. (see below)

Your screen should look like the one below. Make sure you selected the FY 2017 Budget Period on the previous screen.

Give your budget a name (name of your organization).
Then choose “FY 2017 (September 2016 – August 2017)” in the Budget Period drop down list.

You will then move to the Budget Details section. In the Category drop down list select “Budget Request for FY17 (September 2016-August 2017). A form will then pop up so make sure your pop up block is turned off.

Make sure you fill in every field that is “required”. **Otherwise you will not be able to submit the form later.**

When you are done click the green “Done” button so the form will close.

**HINT:** on the pop up form – if you copy/paste text in to the fields make sure you type in the box afterwards then go back and deleted the characters you typed. If this is not done the program will not know that information was entered and you will not be able to submit your application.

Once the pop up form has closed you will be directed back to the original form you were working on. Type in your organization’s acronym in the “Name” field.

Select “Annual Funding Request” from the “Line Item” drop down box.

Enter the **total amount** of funding you are requesting **from SGA** below “Request a Budget”.

**There is no need to add more “Line Items”**.
If you did not fill out the form when it popped up you can click on “Fill Out” to complete that portion of the form. Fill out all the required fields then click “Done” Then click “Submit”.

STEP TWO – Filling out the Funding Contract:

_A 20% penalty will be applied if all three signatures are not received because the form will be considered incomplete._

Click on the “Forms” link in the top menu bar. Once the list of forms is shown click on “SGA Funding Contract 2016-2017”.

_The Funding Contract can be submitted one of two ways: submitted electronically in the forms feature or printed and uploaded to the Budget Application. Either way signatures have to be obtained by the President, Treasurer and Advisor. If the funding contract is not signed by all three people your organization cannot receive credit for submitting the form._

STEP THREE (Final Step) – Filling out the Request for a Funding Interview:

_A 40% penalty will be applied if the organization does not sign up an interview or if they signed up but don’t attend the interview as scheduled._
Click on the “Forms” link in the top menu bar. Once the list of forms is shown click on “Funding Interview Request Form for FY17 Funding Process (Sept. 1, 2016-Aug. 31, 2017)”.

**Note:** Some organizations cannot see this form through their OrgSync page. If you have this issue go to the SGA OrgSync page and retrieve the form that way.

A spreadsheet is on the SGA website reflecting the final schedule. You may check availability on the Funding Process page of the SGA website by clicking “Funding Interview Schedule”.

After you have submitted this request the contact person (on the form) will be notified as to when the interview has been scheduled. The date will then be reflected on the spreadsheet mentioned above.

A “Funding Application Process Tracking” spreadsheet is also on the Funding Process page of the SGA website. This will show you what SGA has received and what you might be missing.