

Instructions for the SGA Funding Application Request process

DEADLINES/PENALTIES for FY20 Process

This process will begin September 10, 2018. Follow the step by step instructions below to guide you through this process.

Funding Request Process Begins September 10, 2018 at 8:00 a.m.

Budget Application & Funding Contract Due (without penalty) - December 5, 2018 at 5:00 p.m.

Budget Application & Funding Contract Due (with 20% penalty) - January 18, 2019 at 5:00 p.m.

******NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE******

Funding Interview Sign up Deadline - (without penalty) - January 18, 2019 at 5:00 p.m.

Funding Interview Sign up Deadline - (with 20% penalty) - January 25, 2019 at 5:00 p.m.

******NO ORGANIZATION MAY SIGN UP AFTER THIS DATE******

Attend Funding Interview (January 28 - February 8, 2019) - your assigned date/time

SGA Office Conference Room, Room 302, Student Union Building

You can check the status of your funding application process by viewing the "Funding Application Process Tracking" spreadsheet and confirm your scheduled interview by viewing the "Funding Interview Schedule" spreadsheet on the [Funding Process](#) page.

You will use two separate websites (direct links provided below) to complete this process:

Shortcut to the Links: Go to the Funding Overview page

(<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/index.php>) or The Funding Application Process page

(<http://www.depts.ttu.edu/sga/StudentOrganizationsFunding/FundingProcess.php>) of the SGA website and look for the section below (these instructions, and each required step is linked to the appropriate form/site in TechConnect):

Instructions to Submit Funding Application, Funding Contract and sign up for Funding Interview

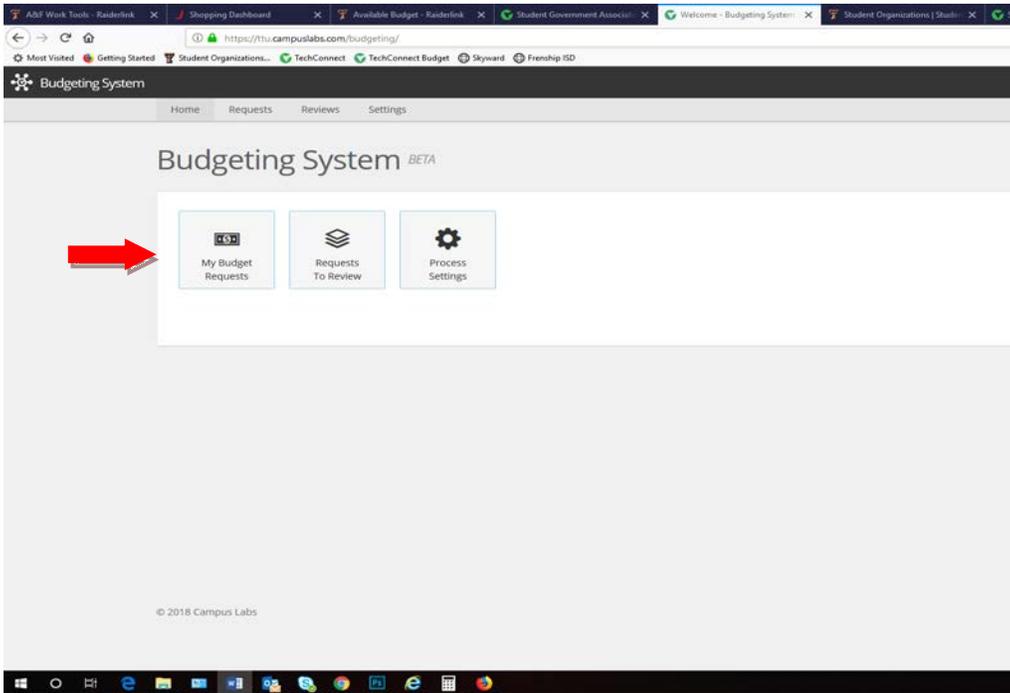
1. [Funding Application](#) - follow the steps via the instructions above
2. [Link to Funding Contract](#)
3. [Link to Funding Interview Request](#)

Questions or concerns – contact Katherine Taylor in SGA.

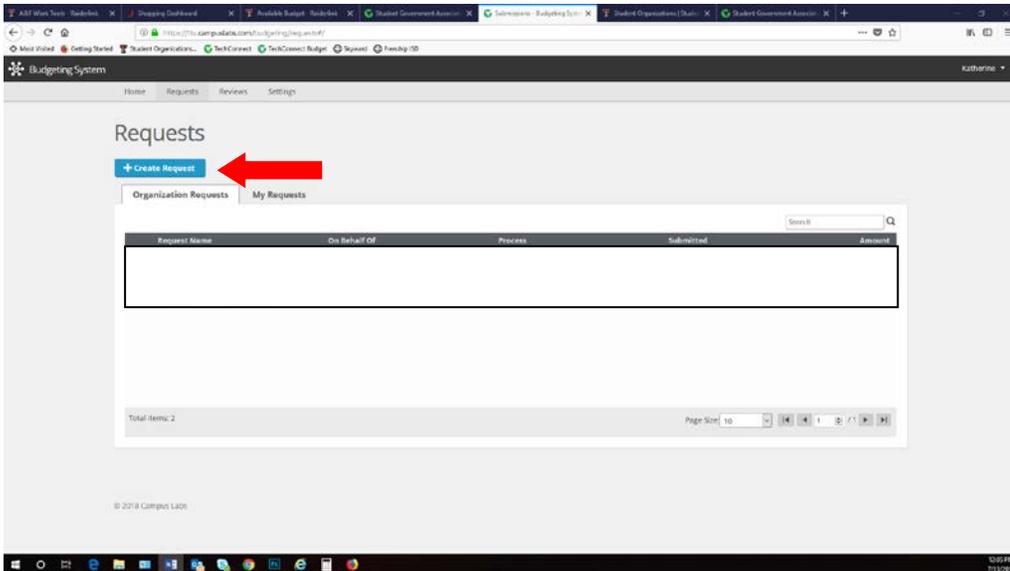
STEP ONE – Filling out the Funding Application:

Log in to TechConnect (<https://ttu.campuslabs.com/budgeting/>) with your eraider username/password

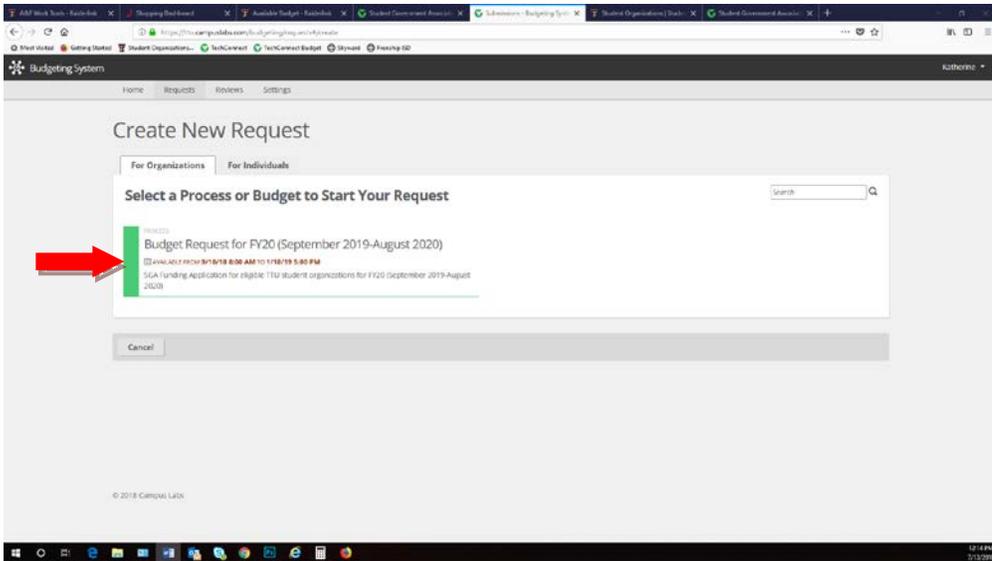
Once you are logged in your screen should look like the one below and you will then click on “My Budget Requests”



Your screen should look like the one below. Click “Create Request”.

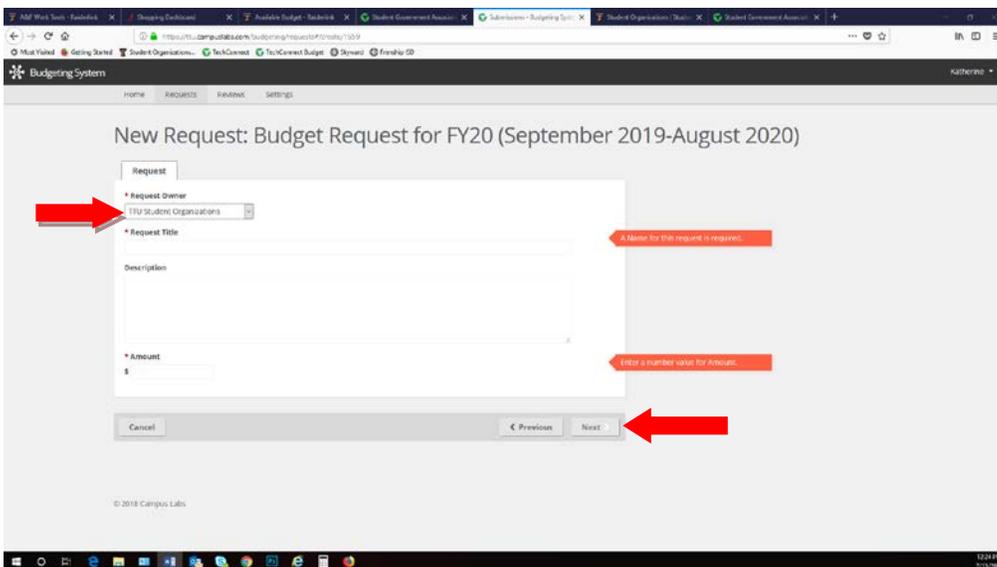


You will then click/select “Budget Request for FY20 (September 2019-August 2020)” (as shown below) to begin your application:



Your screen should look like the one below. Fill in the fields as stated:

- 1) click on the drop-down box to select the organization for which you are submitting the Funding Application.
- 2) type your organization’s name in the field “Request Title”.
- 3) enter the full amount you are requesting from SGA in the “Amount” field. Make sure you enter dollars AND cents (ex. 40.00). **This amount will need to MATCH the amount you enter in the actual form under “Amount Requested From SGA” (refer to page 5 in this instruction packet)**
- 4) Click “Next” to move on to the next screen



Your screen should look like the ones below (scroll to see all fields):

Make sure you fill in every field that is “required”. Also, for each field with the red arrow, make sure you enter dollars AND cents (ex. 40.00, 35.77, or 0.00). **Otherwise you will not be able to submit the form later.**

Once you’ve entered all the information click “Next” at the bottom of the screen.

Request: Budget Request for FY20 (September 2019-August 2020)

Request **Additional Information**

SGA Funding Applications

FY20 Funding Application Process
[FY20 Funding Request Application Process](#) (September 2019-August 2020)
This process will begin September 10, 2018. Follow the step by step instructions on the [SGA Website](#) to guide you through this process.
Funding Request Process Begins September 10, 2018 at 8:00 a.m.
Budget Application & Funding Contract Due **(without penalty)** - December 5, 2018 at 5:00 p.m.
Budget Application & Funding Contract Due **(with 20% penalty)** - January 18, 2019 at 5:00 p.m.
******NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE******
Funding Interview Sign up Deadline - **(without penalty)** - January 18, 2019 at 5:00 p.m.
Funding Interview Sign up Deadline - **(with 20% penalty)** - January 25, 2019 at 5:00 p.m.
******NO ORGANIZATION MAY SIGN UP AFTER THIS DATE******
Attend Funding Interview (January 28 - February 8, 2019) - your assigned date/time
You can check the status of your funding application process by viewing the "Funding Application Process Tracking" spreadsheet and confirm your scheduled interview by viewing the "Funding Interview Schedule" spreadsheet on the [Funding Process](#) page

* Student Organization Name

Organization Acronym

* Please type the name AND email address of the Advisor

* Please type the name AND email address of the SORC Representative **(within your organization)**

* Which classification makes up the majority of your organization? (graduate or undergraduate)
Select Answer

* Total number of current members

* How do you recruit for your organization?

* Events/Programs/Activities:
What events, programs or activities does your organization have planned for next year? (2019-2020)

*

* Organization's ON CAMPUS Mailing Address

* What is the purpose of the organization?

* Which college is the organization affiliated with?
Select Answer

* Please type the name AND email address of the President

* Please type the name AND email address of the Treasurer

* Contribution at TTU:
How does your organization contribute to the Texas Tech University Community?

* Recognition at TTU:
How does your organization bring recognition to Texas Tech University?

* Funding Sources (Non-SGA)
Please check all that apply

- Departmental Support
- Dues
- Fundraising

* Non-SGA Funding Total?
What is the total dollar amount of income for the organization (NOT including any SGA or Core Values funding the org. has received)



* Amount Requested from SGA

What is the total dollar amount of funding the organization is requesting from the SGA for 2019-2020?

Please remember that SGA Funding is supplemental and will not total more than 30% of the organization's income for the year.

A simple formula to calculate the maximum amount of funding the organization will be eligible for the year is: Total External Income X 30% - Maximum Amount of SGA request



The amount you enter as "requested from SGA" should MATCH the amount you entered on the previous screen of the application (refer to page 3 of these instructions)

* Anticipated Expenses for 2019-2020

- Non-Research Related Travel
- Supplies
- Room & Equipment Rental
- Guest Professional Fees/Travel Expense Reimbursement
- Copying/Printing
- Recruiting/Promotional Items
- Other Expenses

* Non-Research Related Travel
Please include a list of trip destinations, approximate number of students who will travel or each and the type of anticipated expenses (airfare, lodging, meals, etc.)

* Projected Non-Research Related Travel Amount for 2019-2020

Total dollar amount of anticipated expenses for this category



* Supplies

Please list purpose and type of supplies

* Projected Supplies Amount for 2019-2020

Total dollar amount of anticipated expenses for this category



For each of the categories (supplies, travel, guest speakers, etc.) if you are not requesting funds for an expenses category type "NA". Then for the dollar amount type "0.00"

* Room & Equipment Rental

Please list purpose and number of rentals anticipated

* Projected Room & Equipment Rental Amount for 2019-2020
 Total dollar amount of anticipated expenses for this category
 

* Guest Professional Fees/Travel Expense Reimbursement
 Please list number of guest professionals & estimated fees and expenses

* Projected Guest Professional Amount for 2019-2020
 Total dollar amount of anticipated expenses for this category
 

* Copying/Printing
 Please list what is to be printed and the purpose

* Projected Copying/Printing Amount for 2019-2020

Total dollar amount of anticipated expenses for this category
 

* Recruiting/Promotional Items
 Please list items to be purchased, purpose and distribution of items (whether sold or given away, to whom)

* Projected Recruiting/Promotional Items Amount for 2019-2020
 Total dollar amount of anticipated expenses for this category
 

* Other Expenses
 Please list any additional expenses and their purpose

* Projected Other Expenses Amount for 2019-2020
 Total dollar amount of anticipated expenses for this category
 

Membership Requirements

FY20 Funding Application Process
[FY20 Funding Request Application Process](#) (September 2019-August 2020)
 This process will begin September 11, 2018. Follow the step by step [instructions](#) to guide you through this process.

Funding Request Process Begins September 11, 2018 at 8:00 a.m.

Budget Application & Funding Contract Due **(without penalty)** - December 6, 2017 at 5:00 p.m.

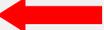
Budget Application & Funding Contract Due **(with 20% penalty)** - January 22, 2018 at 5:00 p.m.
******NO APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE******

Funding Interview Sign up Deadline - **(without penalty)** - January 22, 2018 at 5:00 p.m.

Funding Interview Sign up Deadline - **(with 20% penalty)** - January 26, 2018 at 5:00 p.m.
******NO ORGANIZATION MAY SIGN UP AFTER THIS DATE******

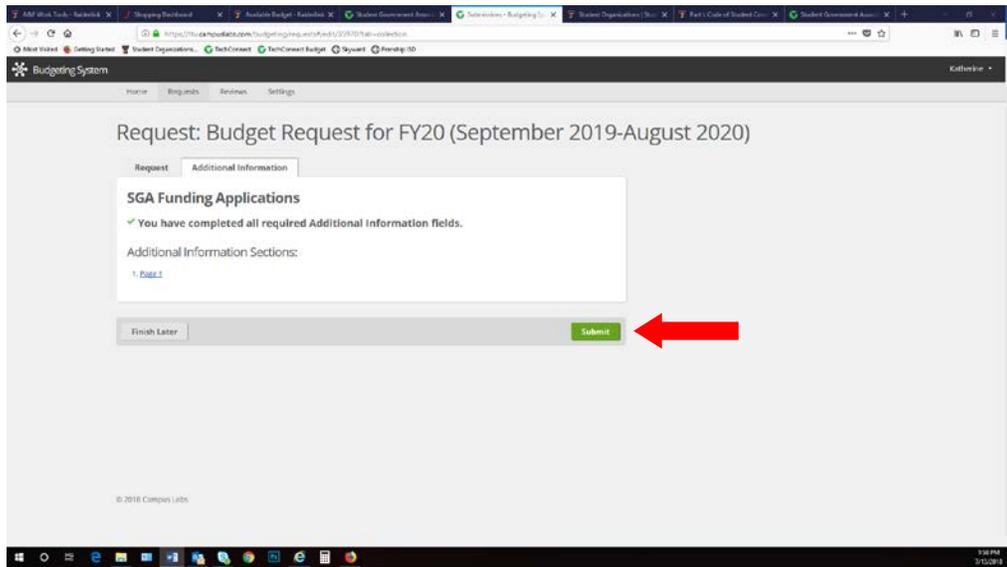
Attend Funding Interview (January 29 - February 9, 2018) - your assigned date/time

You can check the status of your funding application process by viewing the "Funding Application Process Tracking" spreadsheet and confirm your scheduled interview by viewing the "Funding Interview Schedule" spreadsheet on the [Funding Process](#) page

Finish Later 

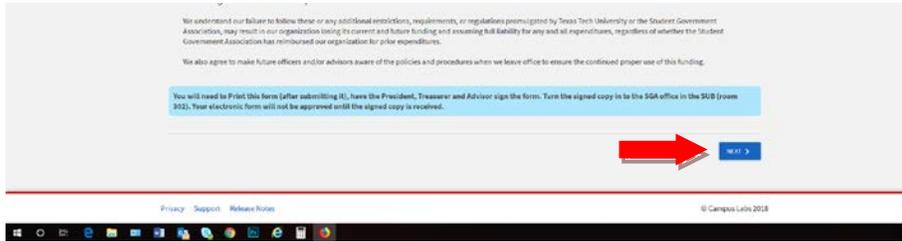
Make sure you fill in every field that is "required". Also, for each "total dollar amount" field with the red arrow, make sure you enter dollars AND cents (ex. 40.00 or 35.77). **Otherwise you will not be able to submit the form later.**

After you've clicked the "Next" button (as shown above) the screen below will open, and you will need to click "Submit" to begin the approval process

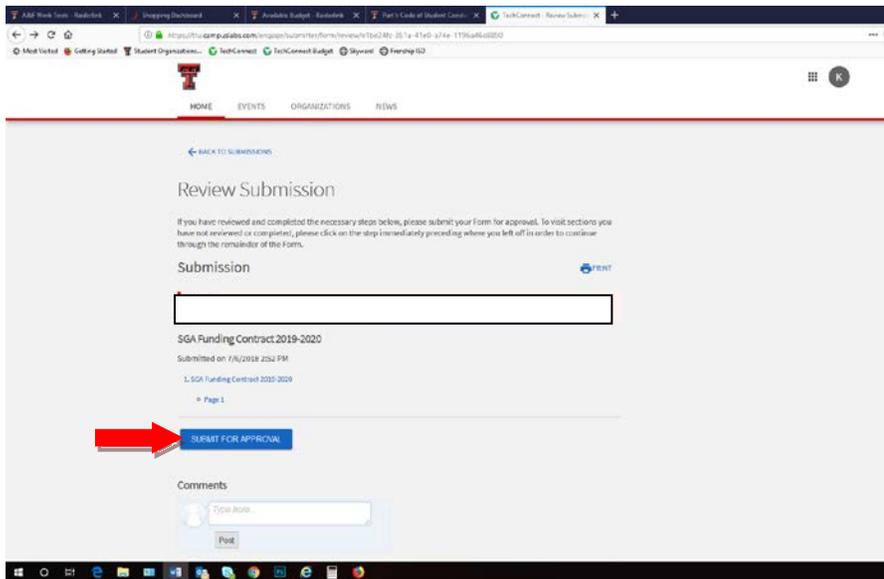


CONTINUE WITH STEP TWO – Filling out the Funding Contract:

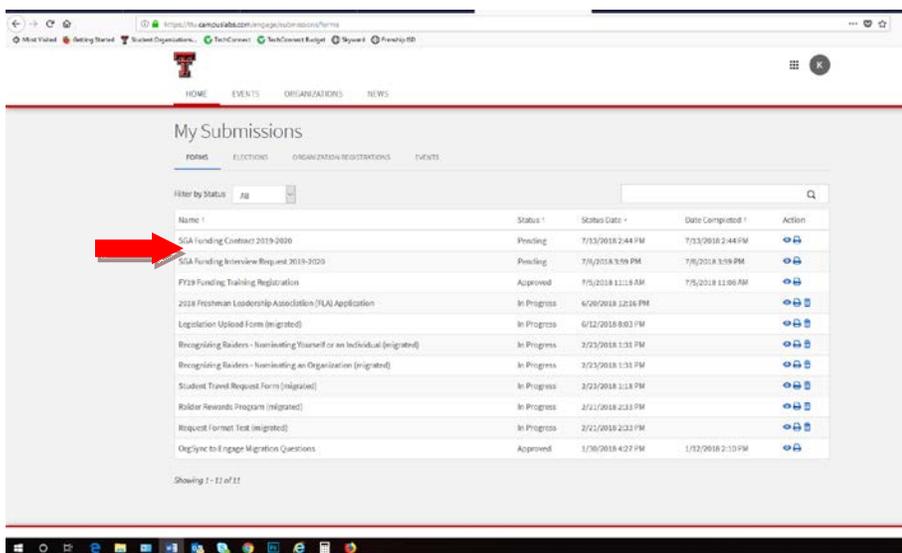
Go to: <https://tu.campuslabs.com/engage/submitter/form/start/194239> and sign in with your eraider username/password to fill out the Funding Contract. Fill in all required fields as shown below:



Click “Next” as shown in the screen shot above. Your screen should look like the one below. If it does, then you will need to click “Submit for Approval”.



After you submit the form you will be taken back to your list “My Submissions”. You should see the “SGA Funding Contract 2019-2020” at the top of the list (see below).

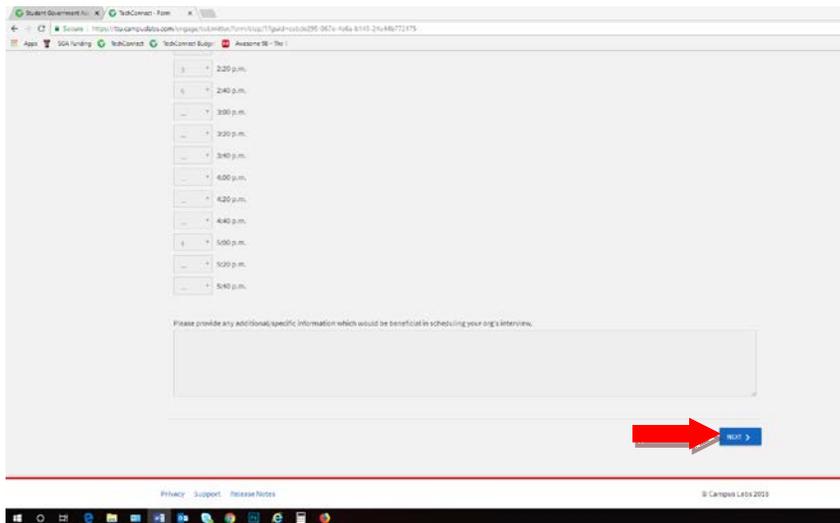
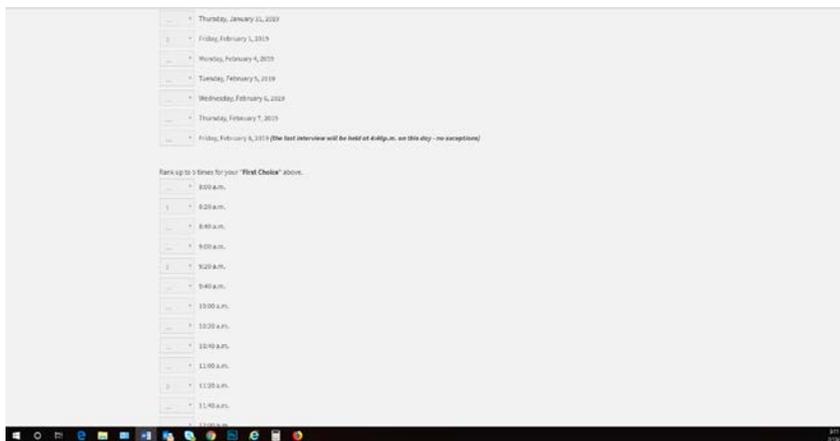
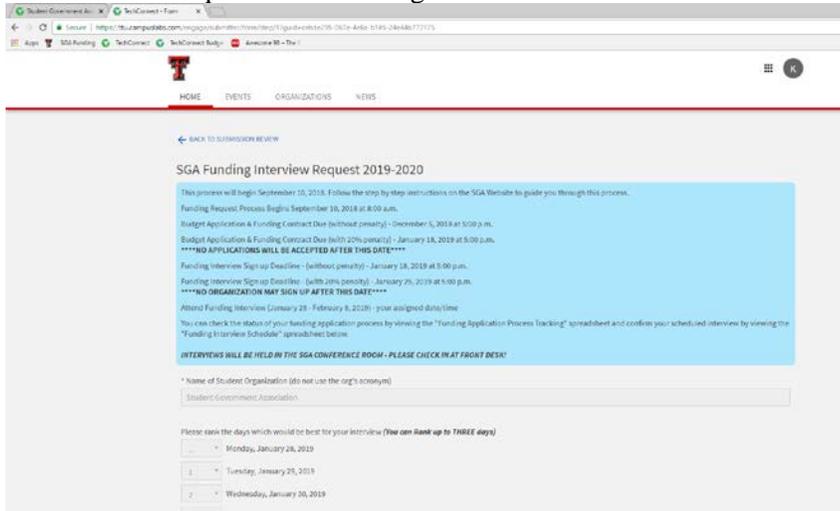


You will need to Print this form (after submitting it), have the President, Treasurer and Advisor sign the form. Turn the signed copy in to the SGA office in the SUB (room 302). Your electronic form will not be approved until the signed copy is received.

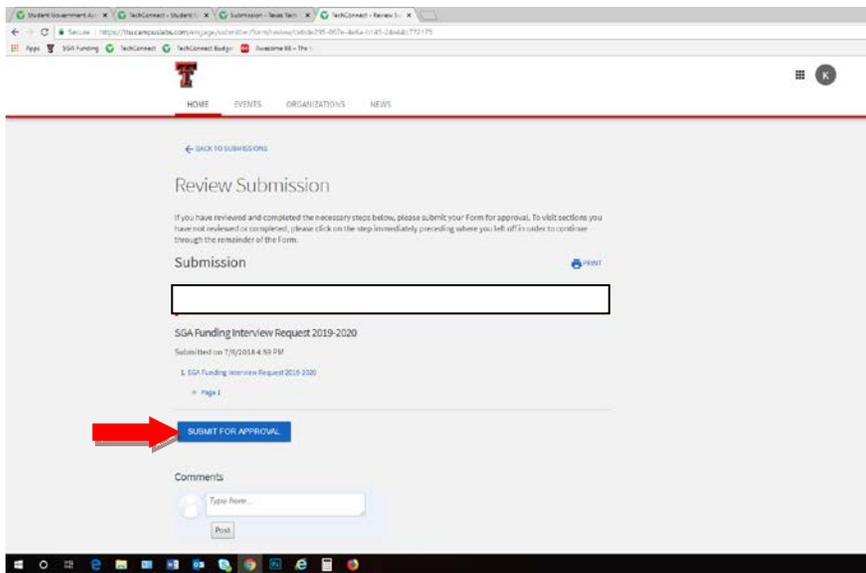
IF THE FUNDING CONTRACT IS NOT SIGNED BY ALL THREE PEOPLE YOUR ORGANIZATION CANNOT RECEIVE CREDIT FOR SUBMITTING THE FORM.

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

Go to: <https://ttu.campuslabs.com/engage/submitter/form/start/199335> and sign in with your eraider username/password to fill out the Request for a Funding Interview. Screen will look like the one below (scroll to see entire form).



On this form you can rank your top three days. Then for EACH of your three choices you will rank up to five times for each day. At the bottom of the form there is a section in the event you need to provide more detailed information about your request. Once you are finished with the form you will click “Next”. You will then click “Submit for Approval” as shown in the screenshot below.



Upon approval of your Request for Interview, the person who submitted the request will receive an email with the scheduled date/time.

A “Funding Interview Schedule” spreadsheet is on the [SGA website](#) where you may check availability as well as view the final schedule.

Note: Emails from TechConnect (Campus Labs) may be sent to “junk mailbox” so make sure you check that.

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.

MAKE SURE YOU READ THE FUNDING PROCESS HANDBOOK FOR MORE INFORMATION ON THIS PROCESS including Appeals!