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 <u>Funding Process</u> page.

Shortcut to the Links: Go to the Funding Overview page

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

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

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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

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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.

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	SGA Funding Applications	
	FV20 Funding Application Process EV20 Funding Reputst Application Process (September 3019 August 2020)	
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	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 <u>Funding Process</u> 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	
	* University for university for university for an university of the second	
	- now ad you result to your of galaxander.	
	* Events/Programs/Activities:	
	What events, programs or activities does your organization have planned for next year? (2019-2020)	
	* Organization's ON CAMPUS Mailing Adress	
	* What is the purpose of the organization?	
	* Which college is the organization affliated 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 Total7 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 f Please remember that SGA Funding is supplemental and will not total more than 3t A simple formula to calculate the maximum amount of funding the organization wi	iA for 2019-2020? 6 of the organization's income for the year. 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
* Anticipated Expenses for 2019-2020 Non-Research Related Travel Supplies Room & Equipment Rental Guest Professional Pees/Travel Expense Reimbursement Copying/Printing Rentaliting/Promotional items Other Expenses	screen of the application (refer to page 3 of these instructions)
* Non-Research Related Travel Please include a list of trip destinations, approximate number of students who will (airfare, lodging, meals, etc.)	avel or each and the type of anticipated expenses
* 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"

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 Projected Room & Equipment Rental Amount for 2019-2020 		
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total dokar amount of antiopated expenses for this category		
 Guest Professional Fees/Travel Expense Reimbursement 		
Please list number of guest professionals & estimated fees and expenses		
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* Projected Guest Professional Amount for 2019-2020 Total dollar amount of anticipated expenses for this category		
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Please list iten	ns to be purchased, purpose and distribution of items (whether sold or given away, to whom)	
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* Other Expen	ses	
Please list any	additional expenses and their purpose	
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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: <u>https://ttu.campuslabs.com/engage/submitter/form/start/194239</u> 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).

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	FY19 Funding Training Registration	Approved	7/5/2018 11:16 AM	7/5/2018 11/06 AM	08
	2538 Preshman Leadership Association (FUA) Application	In Progress	e/20/2018 12:16 PM		•00
	Legislation Uplood Form (migrated)	In Progress	6/12/2018 8:03 PM		•B8
	Recognizing Baiders - Nominating Yourself or an Individual (migrated)	In Progress	2/23/2018 1:31 PM		
	Recognizing Baiders - Noministing an Organization (migrated)	In Progress	2/23/2018 1:31 PM		
	Student Travel Request Form (migrated)	In Progress	2/23/2018 1:18 PM		
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	OrgSync to Engage Migration Questions	Approved	1/30/2018 4:27 PM	1/12/2018 2:10 FM	0A
	Barrier I. Hall				

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: <u>https://ttu.campuslabs.com/engage/submitter/form/start/199335</u> 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).

	HOME EVENTS ORGANIZATIONS NEWS	- 6
	SGA Funding Interview Request 2019-2020	
	This process will begin September 10, 2018. Follow the step by step instructions on the SGA Website to guide you through this process.	
	Panding Request Process Bugini September 10, 2014 pt.8:00 aum. Routget Application & Funding Contact Due (without penalty) - December 5, 2018 at 5:00 p.m.	
	Budget Apolication & Funding Contract Due (hith 20% peruity) - January 18, 2019 at 8:00 p.m. ****ND APPLICATIONS WILL BE ACCEPTED AFTER THIS DATE****	
	Funding Interview Signup Deadline - (without penulty) - January 18, 2019 et 3:00 p.m.	
	Funding interview Sign up Deadline - (with 20% penoity) - January 26, 2019 at 5:00 p.m. ****NO ORGANIZATION MAY SIGN UP AFTER THIS DATE****	
	Attend Funding Interview (January 21 - February 1, 2020) - your anigmed data/time You can check the status of your handing application pooces in viewing the "Funding Application Process Tracking" spreadsheet and confirm your schedules	interview by viewing the
	"Funding Interview Schedule" spreadsheet below.	
	INTERVIEWS WILL BE HELD IN THE SGA CONFERENCE ROOM - PLEASE CHECK IN AT FRONT DESK!	
	* Name of Student Organization (do not use the org's acronym) Student Government Association	
	Please rank the days which would be best for your interview (You can Rank up to TKREE days)	
	 Methody, January 28, 2019 Lenster January 28, 2019 	
	Wednesday, January 30, 2019	
	 Thursday, January 32, 2020 	
	1 * Feiling February 1, 2019	
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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.

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	If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately proceeding where you left of in order to continue	
	through the remainder of the Form.	
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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 <u>SGA website</u> 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!