

SFC BUDGET PROPOSALS 101

HOW TO REQUEST FUNDING FOR YOUR ORGANIZATION FOR SPECIAL EVENTS



SOBC OR SFC?

SOBC = STUDENT ORGANIZATION BUDGET COMMITTEE

- PROVIDES A YEAR-LONG BUDGET
- PROPOSALS \$3,000 AND UP REQUIRE A PRESENTATION
- PROPOSALS <\$3,000 DO NOT REQUIRE A PRESENTATION
- REQUESTS ARE ONLY SUBMITTED ONE TIME PER YEAR

SFC = SPECIAL FUNDING COMMITTEE

- ONE-TIME FUNDING FOR ORGANIZATIONS THAT ONLY NEED UNIVERSITY FUNDING TO HELP PAY FOR ONE EVENT OR ACTIVITY
 - ALL REQUESTS REQUIRE A PRESENTATION
- PRESENTATIONS TAKE PLACE PERIODICALLY THROUGHOUT THE YEAR

Organizations

may not apply for both

SOBC and SFC.

Decide which best fits
the organization's needs
and apply for one or the
other.

ELEMENTS OF THE SFC PROPOSAL



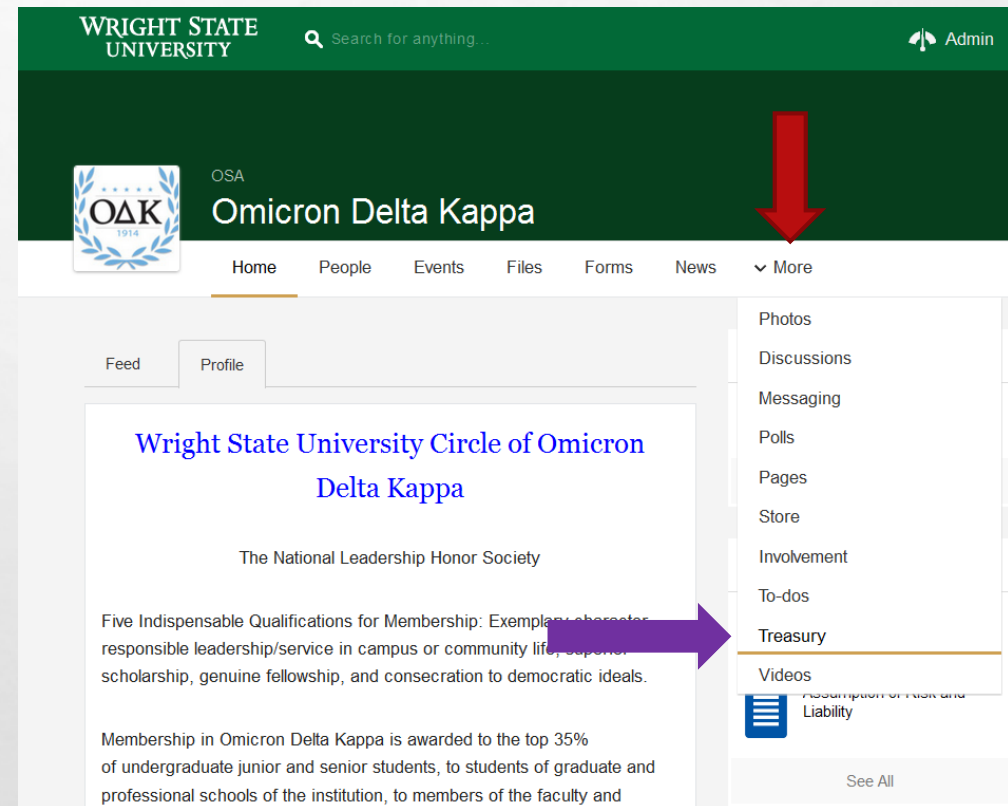
SFC FUNDING MAY NOT BE USED TO:

- SUPPORT OR SPONSOR BALLOT INITIATIVES OR FOR ANY PARTISAN POLITICAL PURPOSES
- SUPPORT OR SPONSOR POLITICAL LOBBYING
- SUPPORT RELIGIOUS RITES, SERVICES, OR ATTEMPTS TO CONVERT PEOPLE TO A PARTICULAR RELIGIOUS FAITH
- PROVIDE FINANCIAL SUPPORT TO OFF-CAMPUS ORGANIZATIONS WHOSE PRINCIPAL PURPOSES ARE POLITICAL, RELIGIOUS, OR IDEOLOGICAL IN NATURE.
- PURCHASE ALCOHOL OR ANY PRODUCT THAT VIOLATES UNIVERSITY POLICY.
- ESTABLISH PETTY CASH FUNDS
- PAY INDIVIDUAL MEMBERSHIP DUES
- PURCHASE PERSONAL CLOTHING ITEMS (T-SHIRTS, JACKETS, HATS, ETC.). EXCEPTIONS MAY BE MADE IF THE REQUEST BENEFITS A BROAD NUMBER OF WSU STUDENTS.
- PAY TUITION, GENERAL FEES, FINES, PARKING PASSES.
- STATE SALES TAX CANNOT BE REIMBURSED.
- NO FUNDS MAY BE ALLOCATED OR USED FOR CONTRIBUTIONS TO CHARITABLE ORGANIZATIONS OR CAUSES, OR FOR THE CAMPAIGN OR ELECTION OF CANDIDATES FOR WRIGHT STATE UNIVERSITY STUDENT GOVERNMENT.

ORGANIZATIONS SHOULD ARTICULATE
HOW THE ACTIVITY BENEFITS THE
CAMPUS COMMUNITY

ONLINE PROPOSAL STEPS

- LOG IN TO ORG SYNC THROUGH YOUR STUDENT ORGANIZATION PORTAL
- CLICK ON MORE
- SELECT TREASURY ON THE DROP-DOWN MENU



ONLINE PROPOSAL STEPS

- SELECT MANAGE BUDGETS UNDER THE BUDGETS CATEGORY




The screenshot displays the website for Wright State University's Omicron Delta Kappa (ODK) chapter. The header includes the university logo, a search bar, and links for Admin and My Memberships. Below the header, the OSA Omicron Delta Kappa logo and name are shown, along with a navigation menu (Home, People, Events, Files, Forms, News, More) and a member count (71 Members). The main content area is titled "Treasury" and contains four panels: Budgets, Revenue Funds, Checkbooks, and Invoices. The Budgets panel includes a description of managing budgeting and activity funding, a "Manage Budgets" button (highlighted with a red arrow), and an "Invoices" link. The Revenue Funds panel includes a description of viewing a rolling balance of funds, a "Manage Revenue Funds" button, and an "Advanced Dues" link. The Checkbooks panel includes a description of viewing a detailed record of financial transactions, a "Manage Checkbooks" button, and an "Advanced Dues" link.

WRIGHT STATE UNIVERSITY Search for anything... Admin My Memberships

OSA Omicron Delta Kappa

Home People Events Files Forms News More 71 Members

Treasury

| Budgets | Revenue Funds | Checkbooks |
|---|--|--|
|  Manage budgeting and activity funding, including submitting a budget request. |  See a rolling balance of funds available for your organization, create entries, and view requests. |  View a detailed record of organization's financial transactions and plan for future opportunities. |
| Manage Budgets | Manage Revenue Funds | Manage Checkbooks |

Invoices Advanced Dues

ONLINE PROPOSAL STEPS

- SELECT SFC (SPECIAL FUNDING COMMITTEE) 2017-2018
- CLICK [NEW BUDGET](#)

The screenshot shows the Wright State University Omicron Delta Kappa website. The header includes the university logo, a search bar, and a 'My Memberships' link. Below the header is a navigation bar with links for Home, People, Events, Files, Forms, News, and a 'More' dropdown. The main content area is titled 'Budgets' and includes a 'Tool in: ODK Treasury' link. A dropdown menu for 'Period' is open, showing several options: 'SFC (Special Funding Committee) 2017-2018', 'SFC (Special Funding Committee) 2017-2018' (highlighted in blue), 'SOBC 2017-2018', 'SFC (Special Funding Committee) Test', 'SOBC 2017-2018 Test', and 'Budget Period 1'. A red arrow points to the highlighted option. To the right of the dropdown is a green 'New Budget' button, with a purple arrow pointing to it. Below the dropdown, a message states: 'There are currently no budgets for the selected budget period.' On the far right, a partial view of a 'REVENUE FUND' table is visible, showing a value of '\$1,450.' and a 'View Revenue Fund' link.

ONLINE PROPOSAL STEPS

- YOU ARE NOW READY TO CREATE A NEW BUDGET REQUEST
- YOU MUST READ THE INSTRUCTIONS CAREFULLY AND FOLLOW THEM AS THEY ARE LAID OUT

WRIGHT STATE
UNIVERSITY

Search for anything...

My Memberships

Omicron Delta Kappa

< Create a New Budget Request

Instructions

I. INSTRUCTIONS FOR SFC REQUESTS (Requests for ONE-TIME FUNDING from the Special Funding Committee)

NOTE: Organizations that receive funds through SOBC are not eligible to apply for SFC funding except under extraordinary circumstances. SFC does not support annual operating budgets. Instead, SFC supports one-time requests for funds to support a particular event.

Enter information in the fields as described below:

BUDGET TITLE: Enter the Name of the Event
BUDGET PERIOD: SFC (Special Funding Committee)
BUDGET DETAILS: Exactly 2 BUDGET ITEMS should be completed--no more, no less.

**** First BUDGET ITEM ****
ITEM TITLE: Name of the Organization
CATEGORY: SFC (Special Funding Committee)
Fill out the attached SFC Application form
Line Item: Select "Other" and type "SFC Application" in the Description field. Leave the amounts blank.

**** Second BUDGET ITEM ****
ITEM TITLE: Name of the Event
CATEGORY: Select "Event" or "Conference"

BUDGET TITLE

- FOR BUDGET TITLE, ENTER THE NAME OF THE EVENT



WRIGHT STATE UNIVERSITY

Search for anything...

My Memberships

OPERATIONAL EXPENSES.

4. If your organization earns revenue, create a Budget Item titled EXPECTED REVENUE using the category Revenue. Enter the expected amount in the description field and explain the revenue sources in the summary box. Leave the amount fields BLANK.

Budget Title

Name of Your Event

Budget Period

SFC (Special Funding Committee) 2017-2018

Budget Details

BUDGET ITEM

Item Title

Category

-- Select --

| No. Line Item | Description | Request a Budget | Spend from Revenue Fund |
|---------------|-------------|------------------|-------------------------|
|---------------|-------------|------------------|-------------------------|

BUDGET DETAILS

- BUDGET DETAILS: THERE MUST ONLY BE TWO BUDGET ITEMS
 - ONE FOR SFC
 - ONE FOR YOUR EVENT

FIRST BUDGET ITEM

- ITEM TITLE: NAME OF THE ORGANIZATION
- CATEGORY: SFC (SPECIAL FUNDING COMMITTEE)
- FILL OUT THE ATTACHED SFC APPLICATION FORM
- LINE ITEM: SELECT "OTHER" AND TYPE "SFC APPLICATION" IN THE DESCRIPTION FIELD. LEAVE THE AMOUNTS BLANK.

Item Title

Name of Your Organization

Category

SFC (Special Funding Committee)

This budget category requires additional information

Fill out attached form

| No.Line Item | Description | Request a Budget | Spend from Revenue Fund | |
|-----------------|------------------------|------------------|-------------------------|---|
| Other | <u>SFC Application</u> | 0.00 | 0.00 | X |
| + Add Line Item | | \$ 0.00 | \$ 0.00 | |

Summary

ADD SECOND BUDGET ITEM

- CLICK "ADD BUDGET ITEM" TO ADD THE SECOND BUDGET ITEM

SFC (Special Funding Committee)

This budget category requires additional information

Fill out attached form

| No. Line Item | Description | Request a Budget | Spend from Revenue Fund | |
|-----------------|-----------------|------------------|-------------------------|---|
| Other | SFC Application | 0.00 | 0.00 | X |
| + Add Line Item | | \$ 0.00 | \$ 0.00 | |

Summary

Add Budget Item

| | |
|-------------------------|---------|
| Total for Budget Fund: | \$ 0.00 |
| Total for Revenue Fund: | \$ 0.00 |
| Grand Total Requested: | \$ 0.00 |

SECOND BUDGET ITEM

- ITEM TITLE: NAME OF THE EVENT
- CATEGORY: SELECT "EVENT" OR "CONFERENCE"
- ALSO, FILL OUT ATTACHED FORM
- USE **SEPARATE LINE ITEMS** TO LIST ALL EXPENSES, AND DESCRIBE IN THE **DESCRIPTION BOX**. LIST QUANTITIES, VENDORS, UNIT PRICES, ETC.
- IT IS COMMON FOR ORGANIZATIONS OR MEMBERS TO PAY A PORTION OF THE COSTS AND REQUEST THE REMAINDER FROM SFC.
 - ENTER THE PORTION TO BE PAID BY MEMBERS, THE ORGANIZATION, OR OTHER OUTSIDE FUNDING SOURCES IN THE "**SPEND FROM REVENUE**" BOX.
 - ENTER THE AMOUNT BEING REQUESTED FROM SFC IN THE "**REQUEST A BUDGET**" BOX.

BUDGET ITEM ×

Item Title

Name of the Event

Category

Events

This budget category requires additional information

Fill out attached form

| No. | Line Item | Description | Request a Budget | Spend from Revenue Fund | |
|-----------------|-----------------------|----------------------------|------------------|-------------------------|---|
| | Professional Services | DJ, \$150/hour for 2 hours | 300.00 | 0.00 | × |
| | Food | \$5 a meal for 100 people | 200.00 | 300.00 | × |
| + Add Line Item | | | \$ 500.00 | \$ 300.00 | |
| Summary | | | | | |

SUMMARY BOX



- USE THE SUMMARY BOX TO PROVIDE FURTHER EXPLANATION AND JUSTIFICATION OF ALL EXPENSES.
 - PLEASE NOTE THAT FUNDING FOR TRAVEL WILL BE EXTREMELY LIMITED AND WILL ONLY BE CONSIDERED FOR ACTIVITIES THAT WILL BENEFIT THE GREATER CAMPUS COMMUNITY.
- IF NECESSARY, UPLOAD DOCUMENTS (PICTURES, SPREADSHEETS, ETC...)

Summary

Add Budget Item

| | |
|-------------------------|-----------|
| Total for Budget Fund: | \$ 500.00 |
| Total for Revenue Fund: | \$ 300.00 |
| Grand Total Requested: | \$ 800.00 |

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

Any Additional Comments?

EXPORT AND PRINT

- CLICK "EXPORT"
- PRINT 5 COPIES

The screenshot shows the Omicron Delta Kappa (ODK) website interface. At the top, there is a dark green header with the OSA logo and the text 'OSA Omicron Delta Kappa'. Below the header is a navigation bar with links: Home, People, Events, Files, Forms, News, and a dropdown menu labeled 'More'. On the right side of the navigation bar, it says '75 Members' and 'Settings'.

The main content area is titled 'SFC ODK Details'. Below this title, there is a link: 'Budget in: [SFC \(Special Funding Committee\) 2017-2018 Budget Period](#)'. Below the link is a table with the following details:

| | |
|--------------------|---|
| Budget Title: | SFC ODK |
| Budget Request ID: | BR0583529 |
| Budget Period: | SFC (Special Funding Committee) 2017-2018 |
| Date Submitted: | Sep 13, 2017 |

Below the table is a section titled 'Operational Expenses'. It contains a table with two columns: 'Item Title' and 'Requested'.

| Item Title | Requested |
|-------------------------|-----------|
| SFC ODK | \$100.00 |

A large red arrow points from the 'SFC ODK Details' section towards the 'Export' button, which is located on the right side of the page.

The Windows taskbar is visible at the bottom of the screenshot, showing icons for Windows, Edge, File Explorer, Chrome, Firefox, and PowerPoint. The system clock in the bottom right corner indicates the time is 10:27 AM on 9/13/2017.

SCHEDULE SFC PRESENTATION

AFTER COMPLETING THE SFC BUDGET REQUEST, VISIT THE OFFICE OF STUDENT ACTIVITIES IN 019 STUDENT UNION TO:

1. TURN IN THE 5 COPIES OF THE SFC APPLICATION, AND
2. SCHEDULE A MEETING WITH THE SPECIAL FUNDING COMMITTEE.

FUNDING REQUESTS WILL NOT BE REVIEWED UNTIL AFTER THE MEETING HAS TAKEN PLACE. ***

PRESENTATIONS



- HEARING TIME IS SHORT
(ABOUT 10 MINUTES FOR PRESENTATION AND 5 MINUTES FOR QUESTIONS)
KEEP IT SIMPLE—NO POWERPOINT PRESENTATIONS
- MAKE SURE YOUR PRESENTER KNOWS THE BUDGET IN DETAIL.
- DO NOT MAKE ASSUMPTIONS ABOUT CONTINUED FUNDING BASED ON PAST FUNDING.

POST-AUDIT FORM



- ORGANIZATIONS THAT ARE APPROVED FOR SFC FUNDING WILL BE GIVEN AUTHORIZATION TO SPEND. A POST-AUDIT FORM AND ASSOCIATED RECEIPTS MUST BE TURNED IN TO THE OFFICE OF STUDENT ACTIVITIES NO LATER THAN 10 DAYS AFTER THE COMPLETION OF THE EVENT IN ORDER FOR THE ORGANIZATION'S ACCOUNT TO BE REIMBURSED.
 - ✓ IF A POST AUDIT FORM IS NOT SUBMITTED, THE ORGANIZATION WILL INCUR A NEGATIVE ACCOUNT BALANCE AND WILL NO LONGER BE IN GOOD STANDING WITH THE OFFICE OF STUDENT ACTIVITIES.