Tips for Requesting Spot Funding

Before you submit your request

- Research expenses - Talk with necessary vendors or campus offices, or look online to obtain specific costs
- Work with members of your organization to think about all expenses such as A/V, supplies, marketing, catering, etc.
- Estimate attendance at the event
- Review past receipts, if you have held the event or trip before
- Review the timeline for submitting your request. The event should be at least two weeks following the hearing.

For the online submission

- List itemized expenses for the request vs. just an overall total
- Show other sources of funding. The Student Budget Committee will only fund up to 75% of your budget. Organizations should show where funding to cover remaining costs is coming from (i.e. revenue funds, dues, an on campus office or department, etc.).
- Check and double check your math.

After the request has been submitted

- The president, treasurer and advisor of the organization will all be asked to review and approve the request. It is recommended that you remind them to watch for the review email from OrgSync.
- After the president, treasurer and advisor have approved the request, the Office of Campus Activities will schedule your hearing. Please watch for an email about your specific hearing time.
- Hearings are scheduled on a first come, first served basis.

At the hearing

- Be prepared to talk about importance of the event, trip, expense, etc, how it supports the mission of your organization and to answer questions.
- You will have 10 minutes for your hearing – 6 for you to present and 4 for the committee to ask questions. The Student Budget Committee will stay on schedule, so please plan to arrive a few minutes early to insure you are there for the start of your hearing.
- Bring a copy of the request. The SBC will not have a paper copy to share with the presenter.
- Bring invoices, quotes, websites, etc. to show costs

After the hearing

- You will be notified by one of the chairs of the Student Budget Committee on the decision within 24 hours.
- If you have been allocated funding, it will be added to your budget in OrgSync within 5 business days.