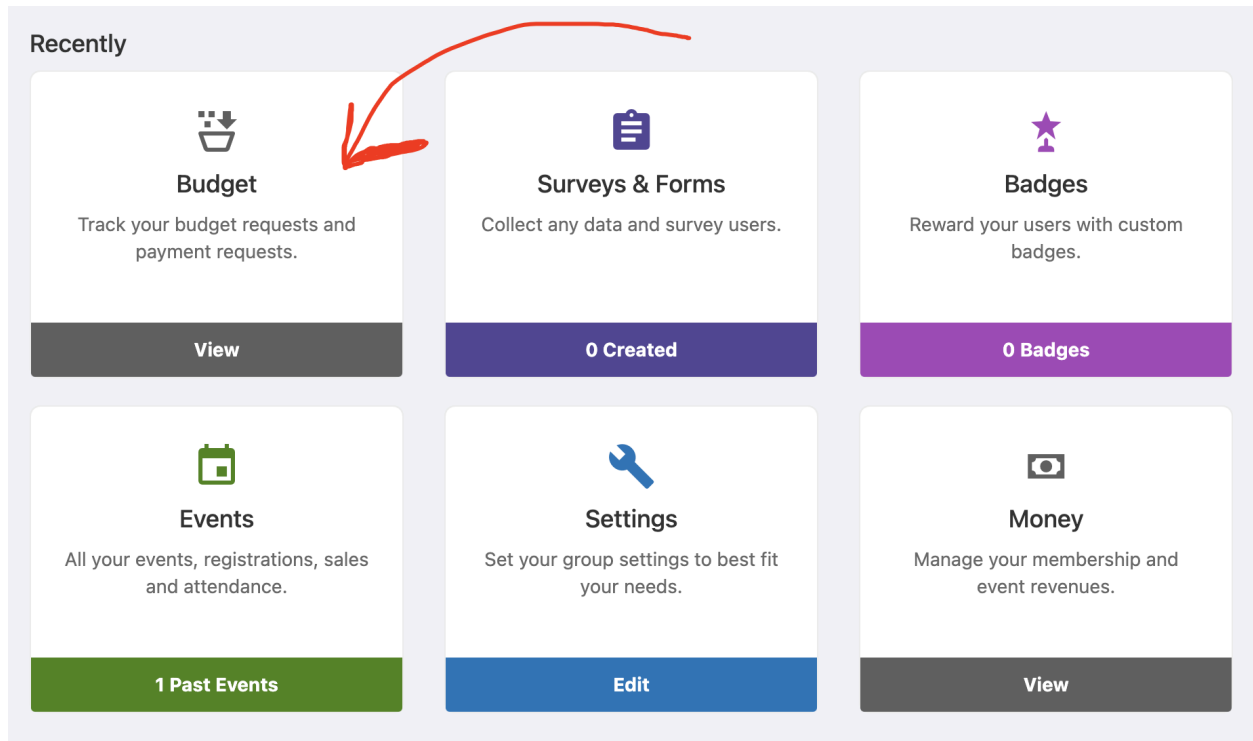
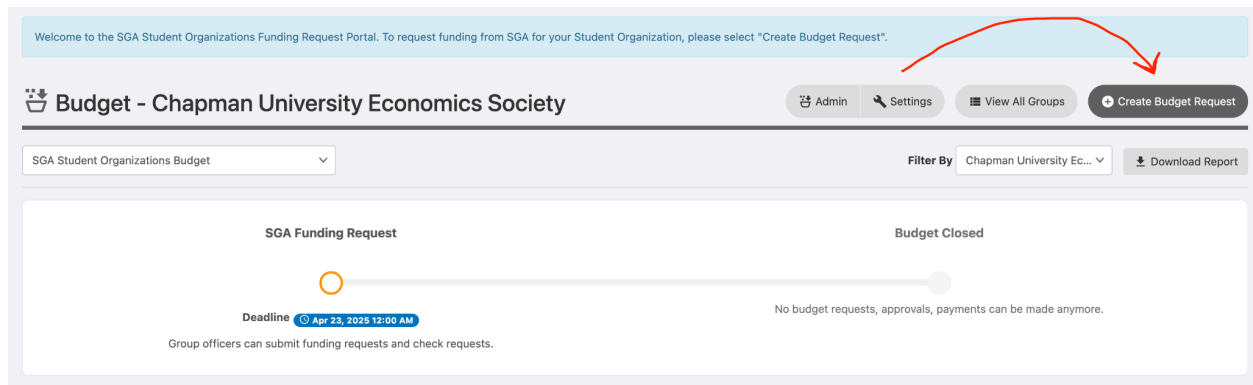


SGA Panther Connect RSO Funding App. Guide

Welcome to the Panther Connect funding request guide for recognized student organizations! Officers in Panther Connect can request funding. To begin, you'll have to go to your group's page on Panther Connect and click the budget square. Everyone's squares are in a different order, but it should be somewhere on your page.



Once there, you'll click the "Create Budget Request" button. Panther Connect uses the term "Budget Request" to refer to funding requests.



From there, a pop-up should appear with a quick form to fill out. For the first box, click “Academic Year 2024-2025”. For funding requests unrelated to an event hosted by your organization, please indicate the first date that the funding would be used (specify in comments). Keep in mind that SGA can only review requests if the request is submitted at least fourteen days before the event/expenditure.

5 Create/Edit a Budget Request (Step 1 / 2)
✕

For funding requests unrelated to an event hosted by your organization, please indicate the first date that the date that the funding would be used (specify in comments).

*** Budget Request Type**

*** Title**

Description

*** Event Start Date**
Format: dd MMM yy

Close Next

Then, create a line for every item you are requesting funding for. Under “Amount Requested” indicate how much money you’re hoping to receive from SGA; under “Amount Financed By Group” include how much is being funded by your organization or other sources.

5 Enter Budget Items (Step 2 / 2)
✕

Please create an item for each item that you are requesting funding.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
<input type="text" value="Food"/>	<input type="text" value="\$ 50"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 50.00"/>	<input type="text" value="Raising Canes Chicken"/> ✕
<input type="text" value="Food"/>	<input type="text" value="\$ 0"/>	<input type="text" value="\$ 10"/>	<input type="text" value="\$ 10.00"/>	<input type="text" value="Soda from Ralph's"/> ✕
Total	50.00	10.00	60.00	

+ Add item

Back
Next

Now, fill out the funding application. If you don't have some of the logistics entirely nailed down yet, that's ok, but please provide as much information as you have available. You can find detailed instructions and templates for the budget and cost breakdowns on the form.

Once the application has been submitted, it will be reviewed by an SGA Allocations Committee. A decision on all requests under \$5,000 will be voted on by an Allocations Committee within 2 weeks of a completed submission.

If the request is over \$5,000, it will be reviewed and voted upon at a full SGA Senate meeting, taking place every Friday from 1:00-3:00 PM in the Boardroom on the second floor of Argyros Forum. You will receive an email invitation from the SGA Director of Senate inviting a representative from your organization to come speak on behalf of your request. Attendance at the meeting is not required, but it can be helpful to the Senators making the decision.

Once a decision has been made, an SGA Finance Team representative will email you with the details of your funding decision within three academic days. Please remember that SGA funding is not guaranteed - do not purchase items that you are applying for funding for in advance of a decision from SGA.

If your request is approved, further details regarding payment and purchasing options will be provided in the email in which funds are awarded.

If you are applying for a conference (either as an individual or as a student organization), you'll have to do so through Submittable at: <https://chapman.submittable.com/submit>.

If you have any questions, please feel free to reach out at sgafinance@chapman.edu!