THE STUDENT FUNDING BOARD APPLICATION
INSTRUCTIONS FOR COLLABORATIONS
WHAT TO KEEP IN MIND WHEN COLLABORATING

1. Every group contributing funds must submit an application
2. Every group should submit their budget form only for the items they are purchasing
3. Each organization is responsible for paying for the items they have requested
4. Organizations can split purchases, but it must be denoted on their budget form
After you login to Mason360 go to your organization home page

How to access the funding request form
Once you are on your organization page click manage in the upper right corner.
Use the list on the left and select budgeting under the money tab.
Welcome to the 2020-2021 Student Funding Board General Application!

All budget requests under $3000.00 are due **45 days** in advance. **All requests $3000.00 and up are due 60 days in advance.**

Please visit si.gmu.edu/sfb for all changes and specific information on SFB policy and procedures.

**Disclaimer:**

Your organization is NOT guaranteed funding. Student Funding Board has the discretion to reduce or deny any budget submission, even if the submission is filled out correctly. If there is a denial or reduction, SFB will explain their rationale via Mason360.

**Tip:** The more information provided in your budget submission, the more likely you are to receive funding.

---

**Budget - Mason360 Test Group**

[Create Budget Request]
Now you will begin filling out the budget request form!

Please read the instructions carefully before proceeding with each section.

Select Collaboration if you are partnering with other organizations.
<table>
<thead>
<tr>
<th><strong>MORE DETAILS</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Location</strong></td>
<td>The Corner Pocket</td>
</tr>
<tr>
<td><strong>Event Start Date</strong></td>
<td>28 Aug 20</td>
</tr>
<tr>
<td>Format: dd MMM yy</td>
<td></td>
</tr>
<tr>
<td><strong>Event End Date</strong></td>
<td>28 Aug 20</td>
</tr>
<tr>
<td>Format: dd MMM yy</td>
<td></td>
</tr>
<tr>
<td><strong>Expected Number of Attendees</strong></td>
<td>300</td>
</tr>
<tr>
<td>Numbers only, no decimals</td>
<td></td>
</tr>
</tbody>
</table>
In this section, you will list broadly all the purchases you are requesting by the vendor (example: if you are using two vendors for food, you will need to enter two requests for food).

**NOTE:** If this is a collaboration, please fill out this page only for the items your organization will be purchasing.

You will be providing more specific information on the next page.

Step 1: Select item type from the dropdown.

Step 2: Enter the amount being requested from SFB.

Step 3: Enter the amount of Student-Generated Revenue (SGR) your organization will be using for this purchase.
  - If you are not using SGR for a specific purpose, leave at $0.00.

Step 4 (IMPORTANT): Enter the vendor you will be using in the "notes". Do not put any other information in the "notes" section

Step 5: Click "Add Item" to add more purchases to the list.

Step 6: Click Next.
- Remember that vendor information goes in the notes section.
- Since you are collaborating please select collaboration.

The Advisor Approval Form can be accessed here:
https://mason360.gmu.edu/SFB/survey?survey_uid=94a850ff-c84e-11e9-a04e-0a85c368333a
Collaboration Reminders:
1. If you are not contributing funds, rating organizations must submit an application.
2. SFB will only allocate funds when they have received applications from all organizations by the event deadline.
3. Use this form to request only the items/costs your organization will be purchasing.
4. If the total cost of the event is over $3000.00 the application should be submitted at least 60 days in advance. Events under $3000.00 should be submitted at least 45 days in advance.

Select "I agree" if you have read and understand the above reminders.

Registered Student Organization (RSO) Information

Select your organization:
- Select Group -

Select Organization Tier Level:
- Tier 1
- Tier 2

Select one collaborating group (you will be able to add more groups as you go):
- Select Group -
An example of an itemized budget form is on the next slide.

This is the total amount of the event. Your request, plus the amount other collaborating groups are contributing.
Itemized Budget Example

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Item type</th>
<th>Quantity</th>
<th>Price per item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Mason Police</td>
<td>Police Services</td>
<td>1</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Event Services</td>
<td>Tables</td>
<td>2</td>
<td>$50.00</td>
<td>$100.00</td>
</tr>
<tr>
<td>George Mason Student Centers</td>
<td>Room Reservation</td>
<td>1</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Giant</td>
<td>Liter of Coke</td>
<td>1</td>
<td>$1.50</td>
<td>$1.50</td>
</tr>
<tr>
<td>Giant</td>
<td>Package of 24 Cookies</td>
<td>1</td>
<td>$12.50</td>
<td>$12.50</td>
</tr>
<tr>
<td>Walmart</td>
<td>Bag of Chips</td>
<td>2</td>
<td>$4.50</td>
<td>$9.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Total Amount Requested $423.00</td>
</tr>
</tbody>
</table>

If you would like to use the SFB budget template. Click on this link to view and download to your computer.
Event Information

Nature of Event (select all that apply):

- [ ] Educational
- [x] Social
- [ ] Cultural
- [ ] Travel
- [ ] Well-Being
- [ ] Other (describe below)

Comments:

This event will bring the student body together to celebrate the first week on classes.

Describe in detail how this event/program/purchase will enhance the Mason community.

This event provides an opportunity for students to meet and greet each other. It will help build community.

Questions to consider: What will attendees learn or take away? How will it increase the sense of community on campus? What is unique about this experience?

How will this event/program be marketed/promoted?

It will be marketed on our social media, Facebook, Instagram, and Twitter. We plan to hang flyers.

Upload Room Reservation or Confirmation Information:

Please upload a screenshot or PDF of 25Live request or email confirmation for non-25Live requests.

Upload a screenshot or PDF of the 25Live request or email confirmation for non-25Live requests.
The Advisor Approval Form can be accessed here: https://mason360.gmu.edu/SFB/survey?survey_uid=94a850ff-c84e-11e9-a04e-0a85c368333a
You can view the status of your application by going back to the Mason360 homepage, and clicking on my surveys and forms on the left column.
You can see what stage your application is in in this column.
• You can also view your application status through your group page
Use the list on the left and select budgeting under the money tab.
You can check the status of your application here as well.

<table>
<thead>
<tr>
<th>ID</th>
<th>REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>26969</td>
<td>Celebration</td>
</tr>
</tbody>
</table>

Event Details:
- **Event**: Priority - Collaboration
- **Submitted By**: Julianna Napiecek
- **Submitted On**: Jul 16, 2020 5:31 PM
- **Event Details**: Student organizations and members of the Mason community will come together to celebrate the first week of classes.

<table>
<thead>
<tr>
<th>Name</th>
<th>Total Funds Needed</th>
<th>Financed By Group</th>
<th>Requested</th>
<th>Approved</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering/Food</td>
<td>500.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Panera</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total: $500.00

The color of the dot will change based on the amount funded.

If the SFB officer left you a note, you will see a number in the note section.
1. You can respond to SFB by clicking on the note if you have questions.

2. This will pop up and you can respond here.

Responding to the SFB Officers:
Budget Request: New notes were posted on Patriot Party

Hi Julianna,

New notes were posted on the Patriot Party Budget Request for TEST Budget Budget of the Mason360 Test Group group.

Budget Item summary

<table>
<thead>
<tr>
<th>Name</th>
<th>Miscellaneous</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Funds Needed:</td>
<td>$50</td>
</tr>
<tr>
<td>Requested:</td>
<td>$50</td>
</tr>
<tr>
<td>Financed By Group:</td>
<td>$0</td>
</tr>
<tr>
<td>Approved:</td>
<td>$28</td>
</tr>
</tbody>
</table>

10:52am Ben Endres: Could not fund pots and pans

You can also reply using the reply button on your email.
• Please be as specific as possible on your application, answer all questions thoroughly.

• SFB will communicate with you through the Mason360 portal or by email at sfb@gmu.edu

• If edits are needed on your application, you will receive a notification on Mason360 through messenger. You will also receive an email from Mason360.
HELPFUL LINKS

• Approved Caterers List: https://shopmason.gmu.edu/approved-caterers-list/
• Supply Room: https://thesupplyroom.com/divisions/office-essentials/
• SFB website: https://si.gmu.edu/sfb/
QUESTIONS? MESSAGE SFB ON MASON360 OR EMAIL SFB@GMU.EDU