STUDENT FUNDING BOARD APPLICATION INSTRUCTIONS
SINGLE ORGANIZATION EVENTS
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.

Make a budget request by clicking this button below.
Now you will begin filling out the budget request form.

Please read the instructions carefully before proceeding with each section!
<table>
<thead>
<tr>
<th><strong>Event Location</strong></th>
<th>The Hub</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Event Start Date</strong></td>
<td>11 Nov 20</td>
</tr>
<tr>
<td>Format: dd MMM yy</td>
<td></td>
</tr>
<tr>
<td><strong>Event End Date</strong></td>
<td>11 Nov 20</td>
</tr>
<tr>
<td>Format: dd MMM yy</td>
<td></td>
</tr>
<tr>
<td><strong>Expected Number of Attendees</strong></td>
<td>100</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.
Vendor information goes in the notes section. The instructions explain this in detail.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Amount Requested</th>
<th>Amount Financed By Group</th>
<th>Total Funds Needed</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Catering/Food</td>
<td>$350</td>
<td>$0</td>
<td>$350</td>
<td>Paisano's Fairfax</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$50</td>
<td>$0</td>
<td>$50</td>
<td>Giant</td>
</tr>
<tr>
<td>Police</td>
<td>$150</td>
<td>$0</td>
<td>$150</td>
<td>George Mason Police</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>550.00</strong></td>
<td><strong>0.00</strong></td>
<td><strong>$550</strong></td>
<td></td>
</tr>
</tbody>
</table>

+ Add Item

Back

Next
Funding Request Form

Before proceeding with this application, please make sure to read the following Student Funding Board Reminders:

1. All events **MUST** be **FREE, OPEN, and ACCESSIBLE** to all students (except travel). Any off-campus events will be subject strict review and may be reduced in funding.

2. All events **must** be listed on Mason360. Funding will **not be allocated** until an event request has been submitted.

3. **ALL REQUESTS OVER $1,000.00** **MUST** have an advisor approval form submitted. The advisor must log into Mason360 to submit the Advisor SFB Advisor Funding Approval Form. This form can be found on the SI Webpage under forms and resources. SFB funding for events over $1,000.00 will **NOT** be allocated if advisor approval is missing.

To see what SFB will or will not fund, check out the SFB website at [si.gmu.edu/sfb](http://si.gmu.edu/sfb), under the "What does SFB fund?" tab on the left side.

- If you are not collaborating with anyone else, you will select single organization for your event.

The Advisor Approval Form can be accessed here: [https://mason360.gmu.edu/SFB/survey?survey_uid=94a850ff-c84e-11e9-a04e-0a85c368333a](https://mason360.gmu.edu/SFB/survey?survey_uid=94a850ff-c84e-11e9-a04e-0a85c368333a)
An example of an itemized budget form is on the next slide.
### 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>
</tbody>
</table>

**Total Amount Requested**: $423.00

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:

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

This event will build a sense of community among students because they will come together to celebrate the first home basketball game. This event will bring the student body together. This event is unique because it will be open to all students, 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? •

We plan to promote it on social media, on our organizations Facebook, Instagram, and Twitter. We also plan to pass out flyers and hang them around bulletin boards on campus.

Upload Room Reservation or Confirmation Information: •

[Upload file]

Student_Funding_Board_Budget_Request_Form.xlsx (Delete)

Please upload a screenshot or PDF of 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 home page, 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.
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.

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<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>350.00</td>
<td>0.00</td>
<td>350.00</td>
<td>350.00</td>
<td></td>
</tr>
<tr>
<td>Paisano's Fairfax</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>50.00</td>
<td>0.00</td>
<td>50.00</td>
<td>28.00</td>
<td></td>
</tr>
<tr>
<td>Giant</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>150.00</td>
<td>0.00</td>
<td>150.00</td>
<td>150.00</td>
<td></td>
</tr>
<tr>
<td>George Mason Police</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$550.00</td>
<td>$0.00</td>
<td><strong>$550.00</strong></td>
<td>528.00</td>
<td></td>
</tr>
</tbody>
</table>

You can check the status of your application here as well.
You can respond to SFB by clicking on the note if you have questions.

Responding to the SFB Officers

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Your comments will be seen by the officers of the group and the school administrators. The persons who created/commented this budget request will be notified by email.
```

Ben Endres 14m ago
Could not fund pots and pans

Reply

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