STUDENT FUNDING BOARD APPLICATION INSTRUCTIONS
SINGLE ORGANIZATION EVENTS

How to access the funding request form

After you login to Mason360 go to your organization home page

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.

Mason360 Test Group

Dashboard

Members

Emails

Events

Surveys & Forms

Website

Money
- Accounting Book
- Budgeting
- Online Revenues
- Download

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

.edu/sfb for all changes and specific information on SFB policy and procedures.

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rmation provided in your budget submission, the more likely you are to receive funding.

Create Budget Request

Rolling Funding

Budget Closed

No budget requests, approvals, payments can be made anymore.

Welcome to the 2020-2021 Student Funding Board General Application!

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

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.

Budget - Mason360 Test Group

⊕ Create Budget Request

TEST Budget ▾

Rolling Funding

Budget Closed

No budget requests, approvals, payments can be made anymore.

Mason360 Test Group ▾

🗓 92

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

Step 1: Choose request type.

- **Event:** Most common type. Select this if your organization is hosting an event/program that is not organizational travel.
- **Non-Date Specific:** Select this type if you are purchasing office supplies, non-event related marketing materials, or other supplies that are not tied to a specific event.
- **Travel:** Select this type if your organization is traveling. Travel includes purchases like hotel, car rental, and flights. If you are attending a conference virtually, please select Event.
  If you are unsure, select Event.

Step 2: Add a brief description of the event or purchase in the "Comments" box.

Step 3: If you selected Event or Travel, you must fill out the "More Details" section.

- Travel does not need to provide a space location, but should provide proof of the purpose for travel (ie. link to conference/event website).

Step 4: Click Next.

* **Budget Request Type**   Event

* **Title**   Patriot Party

Description   This event will bring together the student body to celebrate the first home basketball game.

Priority   Single Organization

MORE DETAILS

Event Location   The Hub

Event Start Date

Now you will begin filling out the budget request form.
Please read the instructions carefully before proceeding with each section!

MORE DETAILS

Event Location

The Hub

Event Start Date

11 Nov 20

Format: dd MMM yy

Event End Date

11 Nov 20

Format: dd MMM yy

Expected Number of Attendees

100

Numbers only, no decimals

Close

Next

$ Enter Budget Items (Step 2 / 2)

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.

Please read the instructions, they differ from the first set!

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes	
Catering/Food	$ 350	$ 0	$ 350	Paisano's Fairfax	⊗
Miscellaneous	$ 50	$ 0	$ 50	Giant	⊗
Police	$ 150	$ 0	$ 150	George Mason Police	⊗
Total	**550.00**	**0.00**	**$550**		

+ Add item

Back   Next

• Vendor information goes in the notes section. The instructions explain this in detail.

Funding Request Form

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

1. All events <u>MUST</u> 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 <u>must</u> 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.

<u>To see what SFB will or will not fund, check out the SFB website at si.gmu.edu/sfb, under the "What does SFB fund?" tab on the left side.</u>

Application Type: *	⦿ Single Organization
	◯ Collaboration (Multiple RSOs)
Request Type: *	⦿ Event under $1000.00 (No advisor approval needed)
	◯ Event over $1000.00 (Advisor approval needed)
	◯ Non-event purchase (office supplies or general organizational marketing)
	◯ Travel (Advisor approval needed)

- 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

Registered Student Organization (RSO) Information

Select your organization: *

- Select Group -

Select Organization Tier Level: *

◉ Tier 1

◯ Tier 2

Upload an itemized list of requested purchases. Must include price per item and vender per item. When possible, provide web links to items being requested. Be as specific and detailed as possible. *

⬆ Upload file

Student_Funding_Board_Budget_Request_Form_.xlsx (Delete)

Word or excel documents are strongly preferred. Using a different document type may delay your request.

Are you charging a fee or collecting money/donations of any kind at this program/event? *

◯ Yes

◉ No

Is your organization obtaining additional funds from a university department or other source? If yes or maybe, please add additional details in the box below. *

◯ Yes

◉ No

◯ Maybe

Comments:

An example of an itemized budget form is on the next slide.

Itemized Budget Example

EXAMPLE				
Vendor	**Item type**	**Quantity**	**Price per item**	**Amount**
George Mason Police	Police Services	1	$ 150.00	$ 150.00
Event Services	Tables	2	$ 50.00	$ 100.00
George Mason Student Centers	Room Reservation	1	$ 150.00	$ 150.00
Giant	Liter of Coke	1	$ 1.50	$ 1.50
Giant	Package of 24 Cookies	1	$ 12.50	$ 12.50
Walmart	Bag of Chips	2	$ 4.50	$ 9.00
			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 markered/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.

Upload a screenshot or PDF of the 25Live request or email confirmation for non-25Live requests

I have submitted an event request in Mason360. *

⦿ Yes

◯ No (Event must be submitted in Mason360 to receive funding)

Acknowledgements and Signature

I understand that if this funding request is over $1000.00 or travel, my advisor must submit an advisor approval form in order to receive funding. *

⦿ I agree

The advisor approval form can be found on si.gmu.edu under the Forms and Resources tab. https://si.gmu.edu/forms-and-resources/

I understand that this application must be submitted before 11:59PM (EST) at least 45 days before my event. *

⦿ I agree

I understand that any appeal must be submitted within 5 business days (Monday-Friday) of the decision posting. All appeals must be completed within 14 days of the initial decision. *

⦿ I agree

Please type your first and last name to sign off on this application: *

[⊙⌄]

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

Mason360

Search by name

Groups

Favorite

You can see what stage your application is in in this column

SFB Application Form FY 2021
Student Funding Board (SFB)
PENDING APPROVAL

Updated on
Jul 16, 2020 5:16 PM

Steps
- **Event Confirmation**
- Room Confirmation
- Reviewing Funding Application
- Verification of Collaborators
- Decision

✏ Edit

SFB Application Form FY 2021
Student Funding Board (SFB)
PENDING APPROVAL

Updated on
Jul 16, 2020 4:57 PM

Steps
- **Event Confirmation**
- Room Confirmation
- Reviewing Funding Application
- Verification of Collaborators
- Decision

✏ Edit

SFB Application Form FY 2021
Student Funding Board (SFB)
APPROVED

Updated on
Jul 15, 2020 4:02 PM

Steps
- Event Confirmation
- Room Confirmation
- Reviewing Funding Application
- Verification of Collaborators
- **Decision**

✏ Edit

You can also view your application status through your group page

Use the list on the left and select budgeting under the money tab.

	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	ⓘ
	Catering/Food Paisano's Fairfax	350.00	0.00	350.00	350.00	💬	🟢
	Miscellaneous Giant	50.00	0.00	50.00	28.00	1	🟢
	Police George Mason Police	150.00	0.00	150.00	150.00	💬	🟢
	Total	**$550.00**	**$0.00**	**$550.00**	528.00		

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Patriot Party ✏️ 🗑️
Event
Priority - Single Organization

This event will bring together the student body to celebrate the first home basketball game.

Submitted By

Julianna Napiecek
Jul 16, 2020 5:06 PM

Event Details

📍 The Hub
🕐 Nov 11, 2020 - Nov 11, 2020
👥 100

Form

📋 SFB Application Form FY 2021

You can check the status of your application here as well.

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

Funding Provided

Submitted For Review

Funding Partially Provided

Funding Not Provided

If the SFB officer left you a note, you will see a number in the note section

Notes

1.

Notes

You can respond to SFB by clicking on the note if you have questions

Responding to the SFB Officers

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

Attach Files | Post

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

An email example

You can also reply using the reply button on your email.

ADDITIONAL INFORMATION

- 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/

- Approved Printers: http://fiscal.gmu.edu/wp-content/uploads/2018/11/Printing-Contracts.pdf

- Promotional Vendors and Pricing : http://fiscal.gmu.edu/wp-content/uploads/2018/09/Promotional-Vendors.pdf

- Supply Room: https://thesupplyroom.com/divisions/office-essentials/

- SFB website: https://si.gmu.edu/sfb/