Student Funding Board
Application Instructions for
Single Organizational Events

Last Updated on July 31, 2023
How to Access the Student Funding Request Form

• Log in to Mason360
• Go to your Organization’s Homepage
Click on the Budget Icon
Click on the Create Budget Request Icon
Complete the Budget Request Form
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).

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. SCR is now held in off-campus accounts so please leave that amount at $0.00.

Step 3 [IMPORTANT]:
Enter the vendor you will be using in the "notes". Do not put any other information in the "notes" section.

Step 4:
Click "Add Item" to add more purchases to the list.

Step 5: Click Next.
<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>Rental</td>
<td>$ 180</td>
<td>$</td>
<td>$ 180.00</td>
<td>Corner Pocket</td>
</tr>
<tr>
<td>Catering</td>
<td>$ 400</td>
<td>$</td>
<td>$ 400.00</td>
<td>GMU Sodexo</td>
</tr>
<tr>
<td>Non GMU Services/Venue</td>
<td>$ 300</td>
<td>$</td>
<td>$ 300.00</td>
<td>DJ Services</td>
</tr>
</tbody>
</table>

**Enter Budget Data**

**Enter Item Type** *(what is this)*

**Enter Amount Requested**

**Leave Amount Financed by Group Blank** *(Please leave that at $0. All funding provided by your group is held in an off-campus bank account and does not need to be reflected here. This form is only for requested SFB funding)*

**Name of vendor in the notes section**

**Press NEXT when finished**
Complete Additional Items for Budget Questions

- Enter Total Amount Requested
- Select your Registered Student Organization (RSO)
- Select your RSO tier
- Select Request Type
- Form questions vary by request type selection
Complete Additional Budget Request Items

• Select Event/Non-Event Request

• Does your budget request include expense for honorarium for guest speaker?

• Enter your Event Name

• Select your Event Date

• Your Event is free and open to all students

• Screenshot of Mason 360 Event Submission
Upload Supporting Documents

**Please Note that all Supporting Documents need to be labeled appropriately.**

- **For example:**
  - Quote_Caterer
  - Quote_DJ
  - Quote_Corner Pocket
Our Welcome Back Mason event will be from 7:00pm-9:00pm in the Corner Pocket located in the Hub. We will be signing students in using their GMU ID Card by utilizing the Mason360 event sign-in. Students will have the opportunity to play games in the Corner Pocket, enjoy snacks and drink, and listen and dance to a DJ. Our organization – Mason 360 - oversees welcoming students to campus! Our proposed event fits perfectly with our mission because we are wanting students to feel welcomed on campus. Our target audience is all students - no matter if they are a freshman or in their graduate program.

Students who attend our Welcome Back Mason event will benefit by creating and revitalizing community connections amongst students and campus leaders. Our goal is for students to meet new people in a safe space for social engagement on campus! We are hoping students walk away knowing that we, as an RSO, strive to create a venue where students can relax, socialize, and create new college memories! Students will also enjoy a new cool spot on campus, the Corner Pocket, and in-turn, might encourage other students to enjoy attending future events. The value of our event is to create a warm and welcoming environment for the fall semester!

1. Briefly describe what will happen at your event.
2. How does this event support the mission of your organization?
3. Who is your target audience? Who will benefit from this event?
4. What are your goals for this event? What are you hoping your audience will walk away with? What may they learn? How may the event impact them?
5. What value does this event bring to the Mason community?
In this Text Space, please indicate of how the event will be promoted.

Promoting your event through Mason360 is mandatory

- Check “I acknowledge and understand the statement.”

- Click the "Submit" Button to complete your SFB application to be submitted and begin the review process.
## Confirmation of Funding Request

**Yellow Dot** - *Funding Request is still Under Review and Pending*

**Red Dot** - *Funding Request is Not Approved*

**Green Dot** - *Funding Request is Approved*