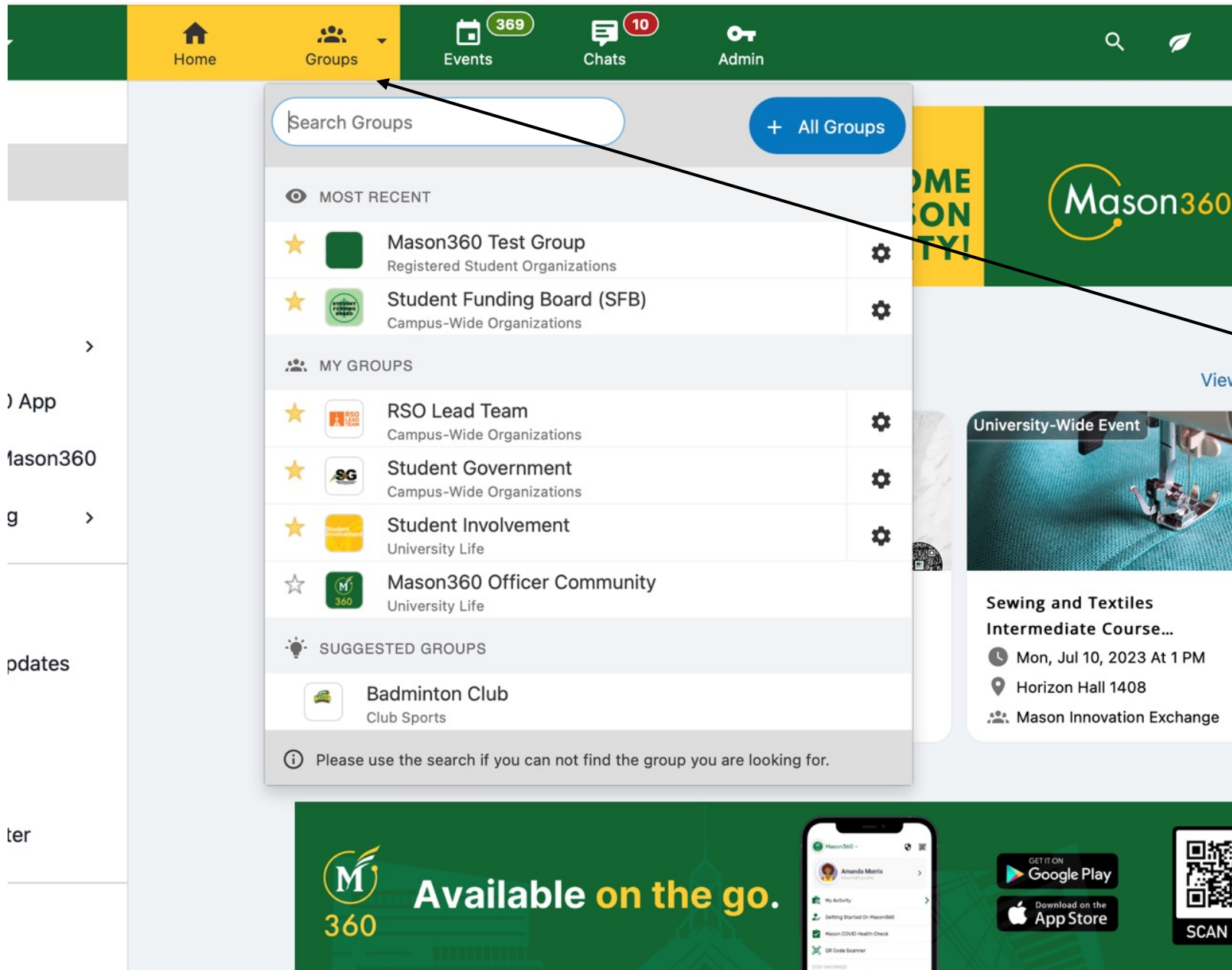


# Student Funding Board Application Instructions for Single Organizational Events

Last Updated on July 31, 2023





## How to Access the Student Funding Request Form

- Log in to [Mason360](#)
- Go to your Organization's Homepage

**Mason360**

Home Mason360 T... Events 369 Chats 10 Admin

GROUP SECTION

**Dashboard** ▾

Activity

Settings

Officers 8

Group Page

Reports

Members >

Emails >

Events >

Surveys & Forms >

Member Success >

Website >


Money >


Files

More Tools >


## Mason360 Test Group


Recently


  
**Budget**  
Track your budget requests and payment requests.  
**View**

  
**Accounting Book**  
Track your budget allocations and expenses.  
**View**

More

  
**Members**  
List of members, membership status, stats and settings.  
**13 Current**

  
**Emails**  
Send emails, open/click rates and templates.  
**35 Sent**

  
**Events**  
All your events, registrations, sales and attendance.  
**37 Past Events**

**Click on the  
Budget Icon**

# Welcome to the 2023-2024 Student Funding Board Application!

Before starting this application, complete the following steps on the SFB Website (si.gmu.edu/sfb):

- 1. Learn about the SFB Process, the eligibility criteria, and funding allowances
- 2. Prepare for the SFB Application by reviewing guidelines, deadlines, and required documents

After completion of these two steps, begin the SFB Application.


How to start the SFB Application:

- Click below on the "Create Budget Request" link

**Disclaimers:**

- The Student Funding Board has the discretion to approve, reduce or deny any budget submission. Please refer to the SFB Rubric on the SFB website to review what must be met for funding approvals: si.gmu.edu/sfb
- All communication will occur in the Mason360 chat of your SFB Application including approvals, reductions, and denials of any received requests.

Click on the Create Budget Request Icon

 Budget - Mason360 Test Group

Admin

Settings

View All Groups

Create Budget Request

Student Funding Board Budget (2023-2024)▼


Filter By Mason360 Test Group ▼

Download Report

Request Closed

Rolling Funding

Budget Closed





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

Welcome Back Mason!

Description

Our "Welcome Back Mason" event will celebrate the start of the Fall 2023 semester! Students will enjoy playing Corner Pocket games, dance to a hip DJ, and eat delicious food from our on campus caterer Sodexco! This event will be a great opportunity to meet new friends while enjoying celebrating the start of the Fall 2023 semester!

Priority

Single Organization

MORE DETAILS

Event Location

The Hub Corner Pocket

Event Start Date

21 Aug 23

Format: dd MMM yy

Event End Date

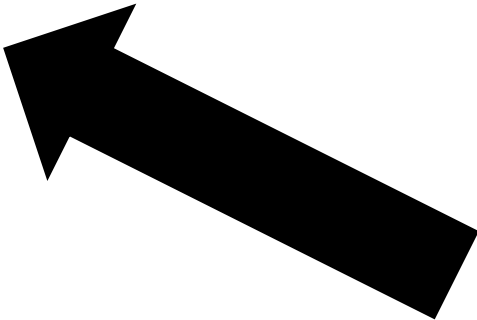
21 Aug 23

Format: dd MMM yy

Expected Number of Attendees

500

Numbers only, no decimals



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. SGR 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.**

**Read the instructions in the blue box before completing your budget request**

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Rental	\$ 180	\$	\$ 180.00	Corner Pocket
Catering	\$ 400	\$	\$ 400.00	GMU Sodexo
Non GMU Services/Venue	\$ 300	\$	\$ 300.00	DJ Services
<b>Total</b>	<b>880.00</b>	<b>0.00</b>	<b>880.00</b>	

+ Add item

Back

Next

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




# Student Funding Board Request

## 2023-24 DRAFT

[Edit](#)[Copy Link](#)[Manage](#)

For more information on guidelines and procedures, please visit <https://si.gmu.edu/sfb/>

Enter the total amount  
requested: \* 

Format: Limited to numbers, commas and periods

Examples:

- 99
- 550.51
- 1,036
- 4,312.99

System does not accept the \$ dollar symbol

Select your Registered  
Student Organization (RSO): \*

Are you collaborating with  
other RSOs? \*

- ☒ No, this is a single RSO request
- ☐ Yes, multiple RSOs are contributing

Select your RSO Tier \*

- ☒ Tier 1
- ☐ Tier 2

Detailed information about Tier description: <https://si.gmu.edu/sfb/>

Select request type: \*

- ☒ Event
- ☐ Non-event purchase (supplies)

## 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



Select request type: \*

☒ Event

☐ Non-event purchase (supplies)

Does your budget request include expense for honorarium (payment to guest speaker or lecturer)? \*

☐ Yes

☒ No

Definition: An honorarium is a payment for services for which custom or propriety forbids a price to be set. This method of payment is usually made to a guest speaker or lecturer as a "thank you" and gesture of good will and appreciation.

Enter your event name: \*

Welcome Back Mason!


Select your event date: \*

21 Aug 2023

In order to be eligible for SFB funding, the event must be open and accessible to all students and the event must be free, and no donations of any kind will be collected. \*

☒ I can confirm that our event is free, open and accessible to all students and no donations of any kind will be collected.

Upload a screenshot of your Mason360 event submission: \*

 Upload file

[Mason360 event submission.pdf \(Delete\)](#)

Please make sure your Mason360 event is visible to ALL Mason students. Mason360 events limited to just group members will NOT be accepted.

Mason360 Event Access & Display Options Instructions:

- Go to Access & Display Options
- Option 1: "Everyone" - Event visible to Mason students + community members
- Option 2: "George Mason University Mason360 Users Only" - Event visible to only Mason students

For detailed instructions on how to manage event access:

<https://help.campusgroups.com/en/articles/2883019-manage-event-access-and-display->

## 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  
(e.g., screenshots, PDFs)  
showing the cost per item.  
Examples: Performer/artist  
quote, Caterer quote, Item  
price displayed on vendor  
webpage (e.g., Amazon.com).

📁 Upload file

Quote\_Caterer .pdf (Delete)

Quote\_Corner Pocket .docx (Delete)

Quote\_DJ.pdf (Delete)

The SFB team recommends you upload your supporting documents as separate file uploads and you label them. For example: Quote\_DJ, Quote\_Caterer, Quote\_Event Services, Quote\_Event\_Supplies, etc.

For detailed instructions on what information needs to be included on quotes: <https://si.gmu.edu/sfb/>

## Upload Supporting Documents

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

- **For example:**
- Quote\_Caterer
- Quote\_DJ
- Quote\_Corner Pocket

Answers the five guiding questions posted below the box: \*

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, respond to the following;

- ***What will happen at your event?***
- ***How does your event support the mission of your organization?***
- ***Who is your target audience?***
- ***Who will benefit from this event?***
- ***What are your goals for this event?***
- ***What will they learn?***
- ***How will the event impact them?***
- ***What value does this event bring to the Mason community?***



How will you promote your event? \*

We will promote our event on our social media channels.  
Our Instagram is @Mason360TestGroup  
Our Facebook is Mason360 Test Group

By submitting this SFB application, I acknowledge and understand that that RSOs need to be good stewards of state funding and RSOs need to reuse previously SFB funded items whenever possible. I also acknowledge and understand that I am aware the State can conduct an audit of SFB funded items at any time.

☒ I acknowledge & understand the statement

Submit

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.



#ID	REQUEST	BUDGET ITEMS				APPROVAL			PAYMENTS - <a href="#">Approve Request</a>																																								
89787	<div><div>Welcome Back Mason!</div><div>Event</div><div>Priority - Single Organization</div><div>Our "Welcome Back Mason" event will celebrate the start of the Fall 2023 semester! Students will enjoy playing Corner Pocket games, dance to a hip DJ, and eat delicious food from our on campus caterer Sodexco! This event will be a great opportunity to meet new friends and enjoy the campus atmosphere.</div><div><div>Submitted By</div><div><div></div><div>Lauren Kaplan</div><div>Jul 8, 2023 11:50 AM</div></div><div><div>Event Details</div><div><div></div><div>The Hub Corner Pocket</div></div><div><div></div><div>Aug 21, 2023 - Aug 21, 2023</div></div><div><div></div><div>500</div></div></div><div><div>Form</div><div><div></div><div>Student Funding Board Request 2023-24</div></div></div></div></div>	<table><tr><th>Name</th><th>Total Funds Needed</th><th>Financed By Group</th><th>Requested</th><th>Approved</th><th>Notes</th><th></th><th>#ID Create Date</th><th>Total Payment Requested</th></tr><tr><td>Rental Corner Pocket</td><td>180.00</td><td>0.00</td><td>180.00</td><td><div></div></td><td><div></div></td><td><div></div></td><td></td><td><div> Request Payment</div></td></tr><tr><td>Catering GMU Sodexco</td><td>400.00</td><td>0.00</td><td>400.00</td><td><div></div></td><td><div></div></td><td><div></div></td><td></td><td><div> Request Payment</div></td></tr><tr><td>Non GMU Services/Vendors DJ Services</td><td>300.00</td><td>0.00</td><td>300.00</td><td><div></div></td><td><div></div></td><td><div></div></td><td></td><td><div> Request Payment</div></td></tr><tr><td>Total</td><td>\$880.00</td><td>\$0.00</td><td>\$880.00</td><td>0.00</td><td></td><td></td><td>Total</td><td>\$0.00</td></tr></table>	Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested	Rental Corner Pocket	180.00	0.00	180.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>	Catering GMU Sodexco	400.00	0.00	400.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>	Non GMU Services/Vendors DJ Services	300.00	0.00	300.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>	Total	\$880.00	\$0.00	\$880.00	0.00			Total	\$0.00		
Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes		#ID Create Date	Total Payment Requested																																									
Rental Corner Pocket	180.00	0.00	180.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>																																									
Catering GMU Sodexco	400.00	0.00	400.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>																																									
Non GMU Services/Vendors DJ Services	300.00	0.00	300.00	<div></div>	<div></div>	<div></div>		<div> Request Payment</div>																																									
Total	\$880.00	\$0.00	\$880.00	0.00			Total	\$0.00																																									

## 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

