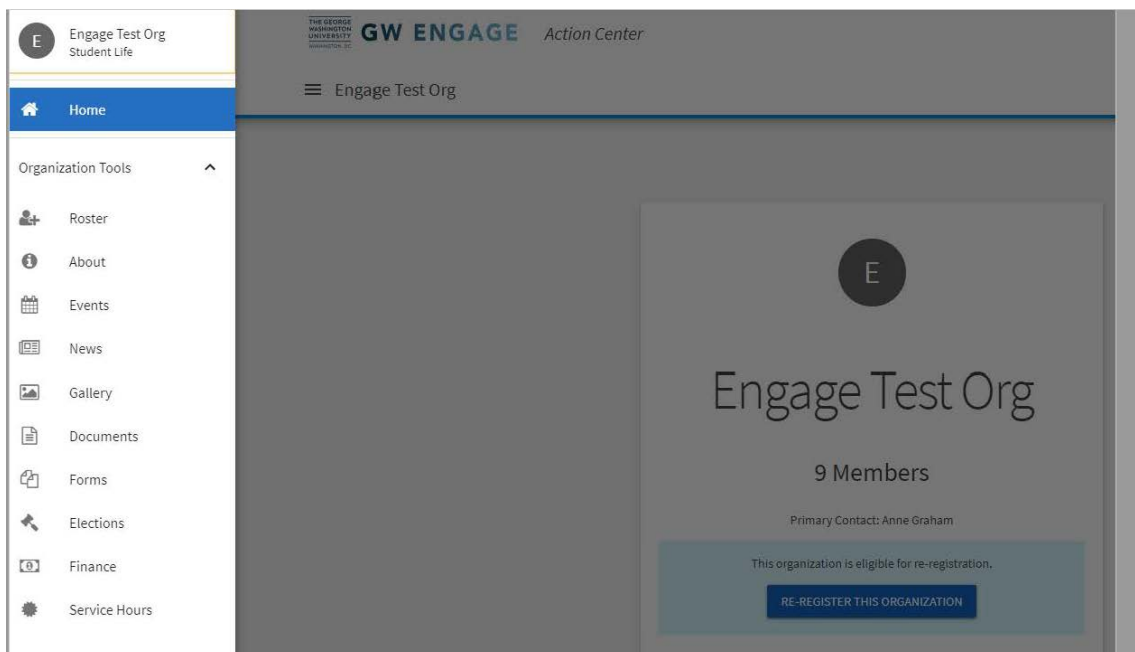


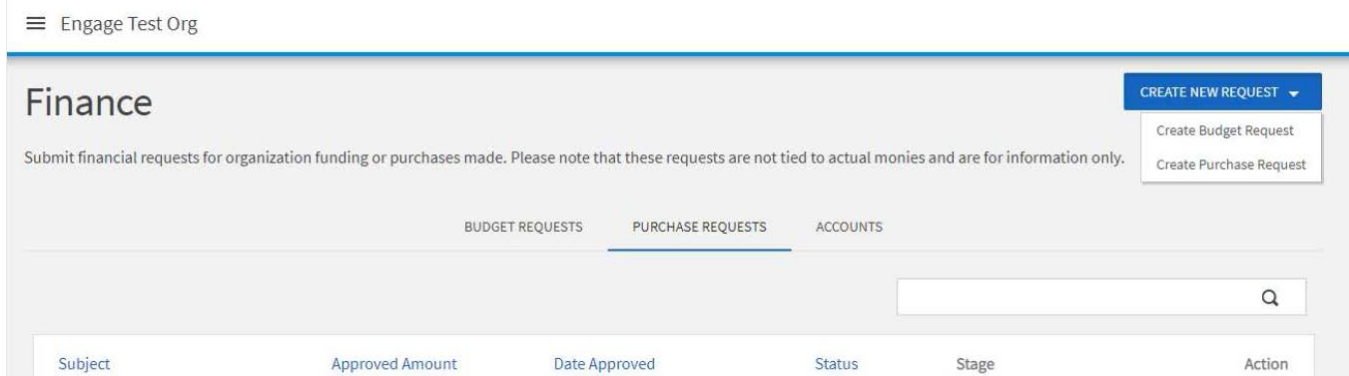
Submitting a Co-Sponsorship Request

The following steps outline how to submit a co-sponsorship request to the Student Association Finance Committee.

1. Navigate to your organization, click the hamburger menu button next to the organization name.
2. Click Finance from the Organization Tools menu



3. Click the blue button Create New Request, then click Create Budget Request



4. Click SA Co-Sponsorship Budget

Engage Test Org

Create New Budget Request

Select a Process or Budget to Start Your Request

Process: **Student Association Co-Sponsorship Request**

Budget: [SA Co-Sponsorship Budget](#)

5. Complete the Request tab of form, then click Next

Engage Test Org

Request: Student Association Co-Sponsorship Request

Budget: SA Co-Sponsorship Budget

Submitter
Orlando Dozier

* Request Title (Required Field)

Description

6. Complete the Basic Program Information page, then click Next

Engage Test Org

Request: Student Association Co-Sponsorship Request

Budget: SA Co-Sponsorship Budget

REQUEST **ADDITIONAL INFORMATION** BUDGET

Spring Gala

Basic Program Information

SA Co-Sponsorship Form

Thank you for your interest in gaining a co-sponsorship with the Student Association! Co-Sponsorship's offer student organizations opportunities for funding outside of their yearly budget allocation from the Student Association (SA). Co-Sponsorship's are typically for programs, events, and opportunities that were previously unanticipated in spring budget allocations.

Requests submitted here will be evaluated by the Student Association Finance Committee. For details on the criteria this request will be evaluated on, please see section VI of the SA Financial Policy Manual. It is your responsibility to complete this request in its entirety, incomplete requests will not be considered.

Please contact gwsafinance@gmail.com with any questions, comments, or concerns you may have regarding the SA Co-Sponsorship request process.

* Title of the proposed program:

* Date of the proposed program:

7. Complete the Attendance Information page, then click Next

Engage Test Org

Request: Student Association Co-Sponsorship Request

Budget: SA Co-Sponsorship Budget

REQUEST **ADDITIONAL INFORMATION** BUDGET

Spring Gala

Attendance Information

* Is this event open to the entire GW community?
 Yes
 No

If No, who is the event limited to?

* Expected number of attendees:

* Have you held this event in the past?
 Yes
 No

If Yes, what was the attendance previously?

8. Complete the Financial Contributions and Event Info page, then click Next

The screenshot shows the 'Financial Contributions & Event Info' page for a 'Spring Gala' event. The page is titled 'Request: Student Association Co-Sponsorship Request' and is associated with the 'SA Co-Sponsorship Budget'. The 'ADDITIONAL INFORMATION' tab is active. The page contains several required questions:

- * How will you be advertising this event? (Text input field)
- * Will this event raise money for a charity? (Radio buttons for Yes and No)
- If Yes, what charity will be receiving the funds and what funds will be donated? (Text input field)
- * Will food and/or beverages be served at the event? (Radio buttons for Yes and No)

9. Select Budget Section Name to create the actual budget

The screenshot shows the 'BUDGET' page for the same 'Spring Gala' event. The page is titled 'Request: Student Association Co-Sponsorship Request' and is associated with the 'SA Co-Sponsorship Budget'. The 'BUDGET' tab is active. The page displays the following information:

- Requested Total:** \$0.00
- Reviewer Adjusted Total:** \$0.00
- Sections (1):** A table showing the budget section details.

Sections (1)	# of Line Items (0)	Amount
Budget Section Name	0	\$0.00

Below the table, there is a 'Budget Section:' label and a 'Budget Section Name' input field with a checkmark icon. There are two buttons: '+ ADD ITEM' and '+ ANOTHER "BUDGET SECTION NAME" SECTION'. At the bottom of the page, there are three buttons: 'FINISH LATER', '< PREVIOUS', and 'SUBMIT'.

GW ENGAGE

- Change the Budget Section Name to match what that section might be for. Ex. Food or Venue
- Click Add Item to add the line items to each section
- To add another budget section, click '+Another "Budget Section Name" Section'
- Refresh page after adding section for it to appear in the budget form

Spring Gala

Requested Total \$675.00

Reviewer/Adjusted Total \$675.00

Sections (3)	# of Line Items (4)	Amount
Food	1	\$500.00
Decorations	2	\$75.00
Marketing	1	\$100.00

Budget Section:

Food [↗](#)

1. Catering ↗	Line Item Name	1 x \$500.00	\$500.00
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[+ ADD ITEM](#)

Budget Section:

Decorations [↗](#)

1. Ballons ↗	Line Item Name	1 x \$50.00	\$50.00
2. Streamers ↗	Line Item Name	1 x \$25.00	\$25.00

[+ ADD ITEM](#)

Budget Section:

Marketing [↗](#)

1. Fliers ↗	Line Item Name	1 x \$100.00	\$100.00
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[+ ADD ITEM](#)

[+ ANOTHER "BUDGET SECTION NAME" SECTION](#)

FINISH LATER [← PREVIOUS](#) [SUBMIT](#)

10. After you have completed the Budget tab, click Submit. Following your submission, the SA Finance Committee will review and provide you with an approved allocation. You will receive notification of this via email.

For questions about the SA Co-Sponsorship Process, please contact gwsafinance@gmail.com