

**Tips for Submitting a Successful Funding Request
Service and Advocacy Council**

Revised April 7, 2009 (see highlighted areas for revisions)

- On STUEY: Funding request / reserve request are used inter-changeable during this semester of transition
- Be detail oriented in your request- Include all necessary details about cost, quantity, purpose of your request otherwise your request may be incomplete. The more info the funding board has to review the better
 - Research all costs and provide as much information as possible
 - Use a line item for each separate item you desire funding for. In the explanation field, provide an itemized explanation for what you intend to use the money on. If you are not able to submit all of this information in this field, it may be helpful to submit a word document (to jonesval@gvsu.edu) with additional information
- Round cents up to the nearest dollar
- Although no “base” budgets are provided, organizations can still request money for items typically found on base budgets but must be specific (quantity, cost, purpose, etc)
- Review the S & A Councils’ version of Robert’s Rules of Finance
- For major programs, be sure to plan far in advance and work with the Assistant Director in the OSL
- For programs with specific dates, before submitting a request, you must reserve a location on campus
- Co-sponsored programs are highly encouraged; use co-sponsorship agreement forms (submit them during the funding request presentation) www.gvsu.edu/studentlife click on resources & forms
- Copy center- do you REALLY need money for to use in the copy center? Remember your other options:
 - Making copies in the SOC (80 sheets per month/ per organization)
 - Printing in on-campus computer labs
- You will not be able to edit your request once submitting
- Save all of your information into a word document in the case that the online form does not get submitted correctly
- Officers and advisors will get notification that a form has been submitted