



# | STUDENT LIFE |

## Student Organization Administration System » Login

[About Us](#)[DO SOMETHING!](#)[Campus Events & Traditions](#)[Student Organizations](#)[Student Life Fund](#)[Policies, Procedures & Forms](#)[Leadership GVSU Initiative](#)[Volunteer & Service](#)[Greek Life](#)[Contact Us](#)[ALLENDALE WEATHER](#)**STEP ONE:**

Enter standard GVSU account information.

**NOTE:**

The Organization President must log in.

Forgot your password? [Click Here](#) to get it sent to you.

Not registered? [Click here](#) to register.

**Welcome:**

Welcome to the on-line Student Organization Administration System (SOAS) provided by the Office of Student Life. This comprehensive web based information system has been developed to provide student organizations, their members, and the campus community with current information about registered student organizations at Grand Valley. The Student Organization Administration System enables student groups to register their student organization, to manage their organization membership information and to apply for funding from the Student Life Fund.

Student groups must register their organization with the Office of Student Life. Once a student group becomes an approved Registered Student Organization (RSO) by the Office of Student Life this on-line system will provide the organization with a variety of services including applying for funding.

**Login Directions:**

Use your standard GVSU account information to log into the Student Organization System.

**Registering a New Organization:**

If you have not previously registered your organization click on "Click here to register" following the login boxes. The on-line registration process will automatically walk you through a number of steps to register your student organization. Once you have completed the on-line application process this information will be reviewed by the Student Organization Review Board (SORB) at a meeting in the near future. SORB reviews applications and determines if a student group will become an official Registered Student Organization (RSO).

**Applying for Funding:**

Registered student organizations must apply on-line to request funding from the Student Life Fund. This application process is for the annual base budget process, and the reserve request process. Step one for the annual funding process is to login using your student organization login information. Follow the step by step instructions to complete the process. A complete on-line budget process tutorial is available and can be reviewed by clicking here. Requests for one time funding from the Reserve Fund must also be done on-line by clicking here.

URL: <http://studentlife.gvsu.edu/StudentOrg/>



# STUDENT LIFE

## President Name » Student Organization Involvement

Our records show that you are involved in the following organizations.

- About Us
- DO SOMETHING!
- Campus Events & Traditions
- Student Organizations
- Student Life Fund
- Policies, Procedures & Forms
- Leadership GVSU Initiative
- Volunteer & Service
- Greek Life
- Contact Us

Name	Position	Member Since	Edit
Organization Name	President	00/00/0000	Organization   Funding   Roster

Edit my information.  
Register a new organization.

**STEP TWO:**  
Click here to start



ALLENDALE WEATHER



# | STUDENT LIFE |

## Student Organization » Appropriation Requests for (Organization Name)

This area enables you to manage funding requests for your organization. Below are the appropriation requests filed online by your organization.

About Us

DO SOMETHING!

Campus Events & Traditions

Student Organizations

Student Life Fund

Policies, Procedures & Forms

Leadership GVSU Initiative

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ALLENDALE WEATHER

### 2004-2005 Fiscal Year

Currently accepting requests

You have approximately xx day(s) remaining to complete and submit your request before the deadline of Monday, January 26, 2004 5:00 PM.

[\[Create a new 2004-2005 Fiscal Year Request\]](#)

### 2003-2004 Fiscal Year

You may no longer request funds for this period since the deadline has passed on Wednesday, January 29, 2003 11:59 PM.

**STEP THREE:**

[Click here.](#)



# STUDENT LIFE

## Student Organization » 2004-2005 Appropriation Requests for (Organization Name)

About Us

Complete the form below to request funding for your organization. You'll also be required to submit an itemized budget preferably in the form of a Microsoft Word or Excel document.

DO SOMETHING!

Campus Events & Traditions

Since you are creating a new request, all prepopulated information below is drawn from your current organization setup.

Student Organizations

Student Life Fund

### Organization Information

Policies, Procedures & Forms

Organization Name: (Organization Name)

Leadership GVSU Initiative

President Name: (President Name)

Volunteer & Service

Treasurer:

Greek Life

Advisor:

Contact Us

Representing Officer: (Representing Officer's Name)

ALLENDALE WEATHER

Phone:

Email:

Address:

Member Dues:

Member Count:

### Revenue Summary (Non-Student Life Fund)

Membership Dues: \$

Fundraising: \$

Ticket Sales: \$

Advertising Sales: \$

### Expense Summary

Select the appropriate account code and fill in the monetary amount for as many expense item rows as you need. If you run out of blank rows, simply click on "give me more blank rows" below. The total of these items is the amount you are requesting to be covered by the Student Life Fund. Click here to [view the detailed account code descriptions](#).

**STEP FOUR:** Enter Info and go to bottom of page.

Account Code	Description	Amount Requested
1.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
2.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
3.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
4.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
5.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
6.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
7.)	<input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
<b>Total Requested From Student Life Fund:</b>		\$ <input type="text"/>

[Click here to add additional blank rows...](#)

### Totals

Revenue Totals: \$  (auto-calculated from above)

Expense Totals: \$  (auto-calculated from above)

### Submission Status

I'm not finished yet, but I wish to save what I have done so far. I realize that if I do not complete the request by the deadline, my request will not be accepted.

You must attach your itemized budget before completing the submission process. Use the "Attach Itemized Budget" button below.

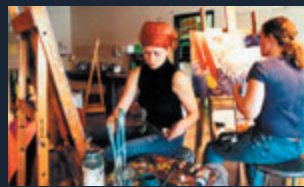
Save Changes

Save, Then Attach Itemized Budget

Cancel

**STEP FIVE:**  
Choose your option.

Use this button to attach "Supporting Rational Document."  
You must save changes first.



# STUDENT LIFE

## Student Organization » 2004-2005 Fiscal Year Appropriation Request for "Organization Name" » Itemized Budget Attachment

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- DO SOMETHING!
- Campus Events & Traditions
- Student Organizations
- Student Life Fund
- Policies, Procedures & Forms
- Leadership GVSU Initiative
- Volunteer & Service
- Greek Life
- Contact Us

Attach your Microsoft Word or Excel itemized budget document by clicking the "browse" button below. It will enable you to "browse" your computer to locate the document.

### Attachment Information

After you attach your document above by browsing, use the "save" button below to complete the attachment process. The "save" button uploads your file via the Internet. After you click the "save" button, it may require from 10 seconds to several minutes to upload the document. This time approximation depends on your connection speed and the size of your document.

Organization name: (Organization Name)

New Attachment

**Browse...**

**STEP SIX:**  
Browse your files and attach one Supporting Ratio-  
nal Document.

No. Don't bother emailing the treasurer, president, and advisor a read-only copy of this document at this time. I understand they will receive a copy regardless of my choice when I've completed the submission process.

Yes. Please email a read-only copy of this document to the treasurer, president, and advisor at this time. (This might be a good idea if you wish to have them review the document before completing the submission process.)

Yes. I'd like to attach the above document. I realize this doesn't complete the submission process and that I have one more step to go. I also realize that it is in my best interest to save a personal copy of the document that I'm uploading since the copy that I'm sending to Student Life cannot be edited once it reaches Student Life. (The file you specified above will remain unchanged.)

No, I do not want to attach this document.

**STEP SEVEN:**  
Select your options.

**Attach Now** Cancel

**STEP EIGHT:**  
Attach your Document. One step to go from here!



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## Student Organization » 2004-2005 Appropriation Requests for (Organization Name)

About Us

Complete the form below to request funding for your organization. You'll also be required to submit an itemized budget preferably in the form of a Microsoft Word or Excel document.

DO SOMETHING!

Campus Events & Traditions

Your Itemized budget was attached successfully. You may submit your request using the option bar below.

Student Organizations

Student Life Fund

### Organization Information

Policies, Procedures & Forms

Organization Name: (Organization Name)

Leadership GVSU Initiative

President Name:

Volunteer & Service Greek Life

Treasurer:

Advisor:

Contact Us

Representing Officer: (Representing Officer's Name)

Phone:

Email:

Address:

Member Dues:

Member Count:

### Revenue Summary (Non-Student Life Fund)

Membership Dues: \$

Fundraising: \$

Ticket Sales: \$

Advertising Sales: \$

### Expense Summary

Select the appropriate account code and fill in the monetary amount for as many expense item rows as you need. If you run out of blank rows, simply click on "give me more blank rows" below. The total of these items is the amount you are requesting to be covered by the Student Life Fund. Click here to [view the detailed account code descriptions](#).

Account Code Description	Amount Requested
1.) 7004 - Supplies - Administrative <input type="text"/>	\$ <input type="text" value="xx.xx"/> <input type="checkbox"/>
2.) 7041 - Professional Contract Services <input type="text"/>	\$ <input type="text" value="xx.xx"/> <input type="checkbox"/>
3.) 7046 - Honoraria (Speaker Gift) <input type="text"/>	\$ <input type="text" value="xx.xx"/> <input type="checkbox"/>
4.) <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
5.) <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
6.) <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
7.) <input type="text"/>	\$ <input type="text"/> <input type="checkbox"/>
<b>Total Requested From Student Life Fund:</b>	\$ <input type="text" value="xxx.xx"/>

[Click here to add additional blank rows...](#)

ALLENDALE WEATHER

## Totals

Revenue Totals: \$  (auto-calculated from above)

Expense Totals: \$  (auto-calculated from above)

## Itemized Budget Attachment



View your current itemized budget.

Your Attached Document.

## Submission Status



I'm not finished yet, but I wish to save what I have done so far. I realize that if I do not complete the request by the deadline, my request will not be accepted.



I'm finished and wish to complete my submission. I acknowledge that my organization's officers have given their approval of this request. I also know that once I submit this request, I may not change it.

**STEP NINE:**  
If done, click here.

Save Changes

Replace Current Itemized Budget

Cancel

**STEP TEN:**  
Click here to finish!



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## Student Organization » Appropriation Request for "Organization Name"

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ALLEDALE WEATHER

This area enables you to manage the material to secure funding for your organization. Below are the appropriation requests filed online by your organization.

Your appropriation request was saved and submitted successfully.

### 2004 - 2005

You have **completed** the appropriation request process for the current period of Monday, January 26, 2004. You may not edit your request again, however you may review it using the link below.



[Review 2005 - 2005 Request]

**CONGRATULATIONS!**  
You're Done!

Click here to review your final request