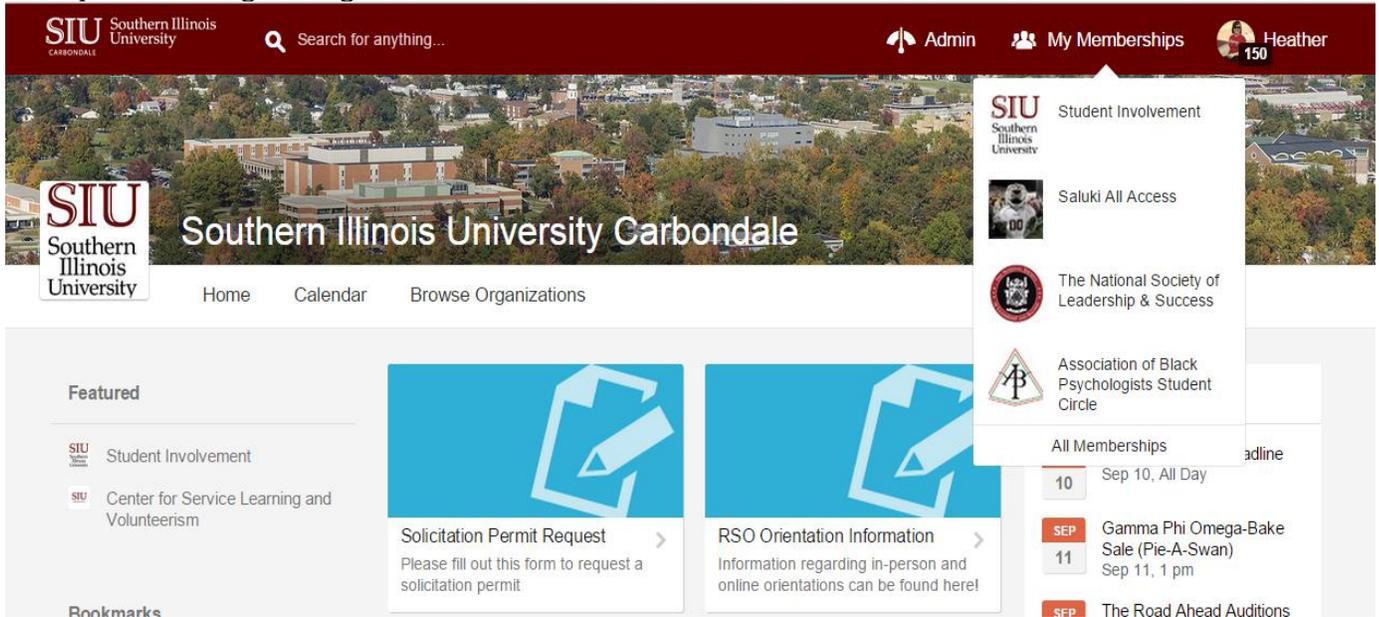


Undergraduate Student Government Funding Requests

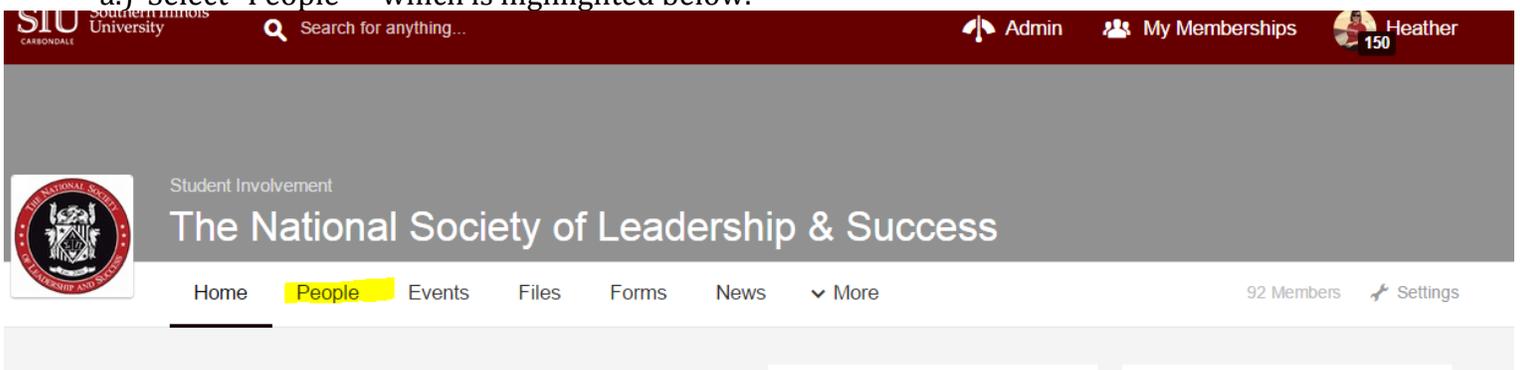
- 1.) Log on to OrgSync – <https://orgsync.com>
- 2.) Click on “My Memberships” in the top right corner. Then select the RSO you are a part of that would like to request funding through USG



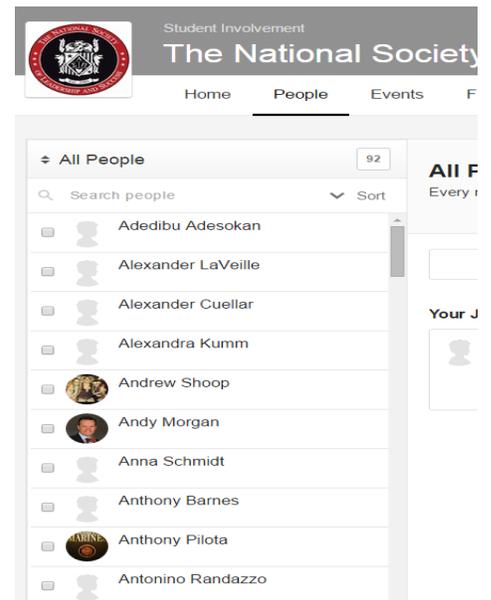
- 3.) You must be a Certified Officer for your RSO to request money. Additionally, you must be an “Administrator” for your RSO’s OrgSync page in order to see the budget request form. Typically, someone that has renewed your RSO on OrgSync is an “Admin.” However, if you are not sure if you are an “Admin” please do the following on your RSO’s OrgSync page.

*****Please keep in mind that we are only using “The National Society of Leadership & Success” as an example.*****

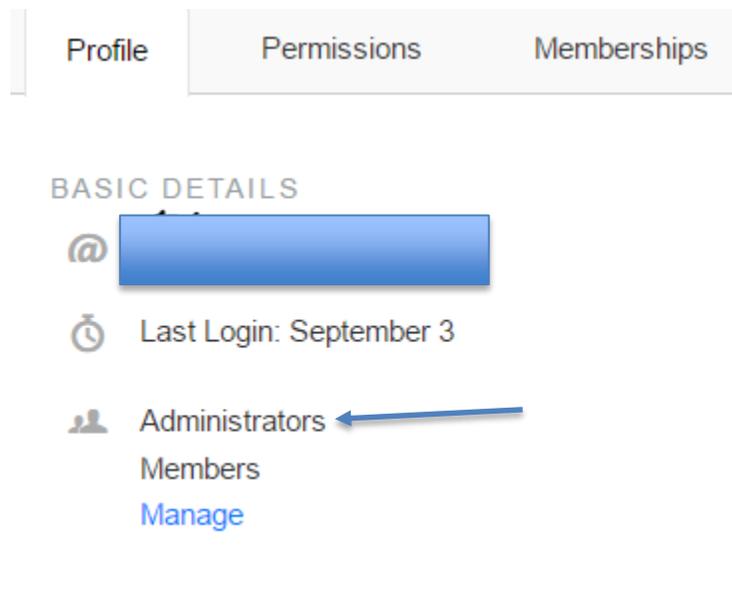
- a.) Select “People” – which is highlighted below.



b.) On the left side of your screen you will see a tool bar similar to the one listed below. Scroll down the list to find your name. Please click on your name.



c.) Once you click on your name you will see your name and then the following screen. Please look under the 3rd option on "profile" to see if you are listed as an "administrator" similar to the example below.



**If you are an "administrator" please proceed to #8. If you are not an "administrator" please find someone that is an "administrator" for the group and have them add you as an "administrator." Numbers 5-7 shows how to add someone as an "administrator."

4.) Select "People" – which is highlighted below.

5.) Under "All People" select "Invite People"

Home People Events Files Forms News More 92 Members Settings

All People
Every member of The National Society of Leadership & Success

Invite People Export Portal Roster (xlsx)

Your Join Requests

6.) Under "Send an Invitation" you will see the subheading of "Emails of Invitees." Please put the e-mail address of the person that you would like to be an "administrator"

< Invite People

Send an Invitation

Emails of Invitees
Separate emails with a comma, or enter one email per line.

[Redacted email address]

7.) Finally under "Invitee Group" please select "Administrator"

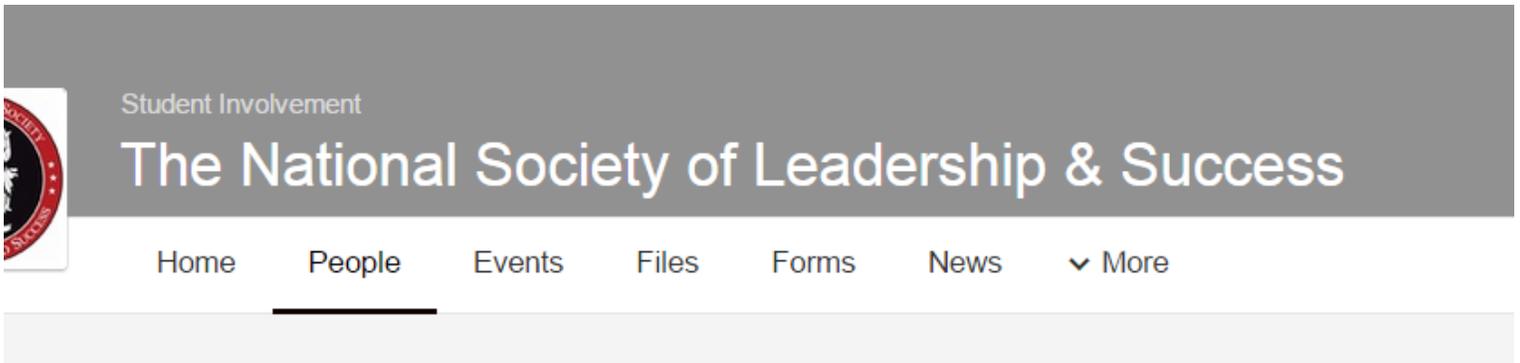
Invitee Group

Choose group to which invitees will be automatically added when they accept invite.

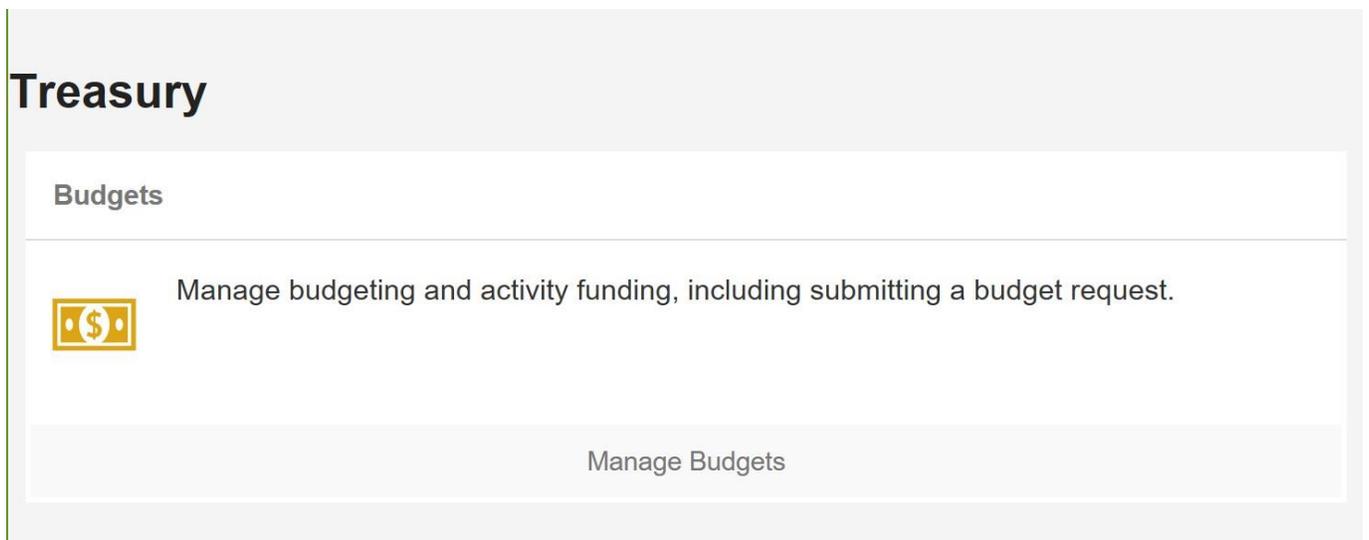
Members

Submit

8.) Now it's time to begin your budget request!! At the top of your RSO's OrgSync page please select "More" and then "Treasury."

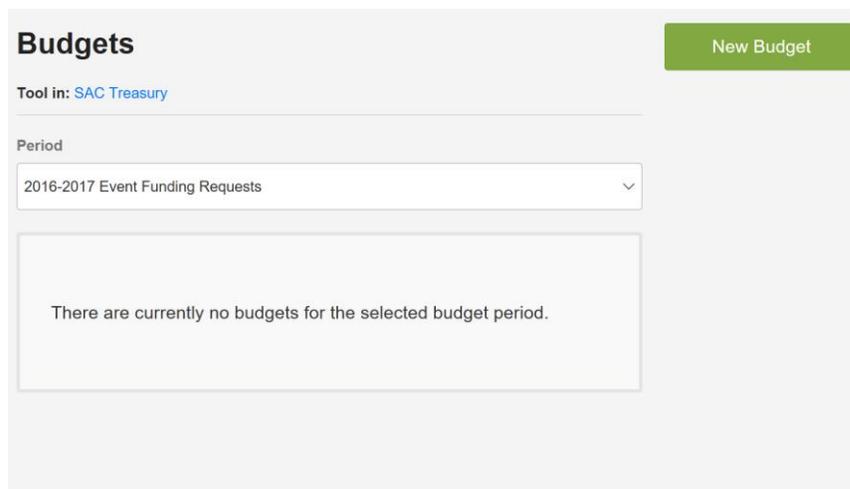


9.) Under "treasury" you should see "Budgets" as a subheading. Select "Manage Budgets."

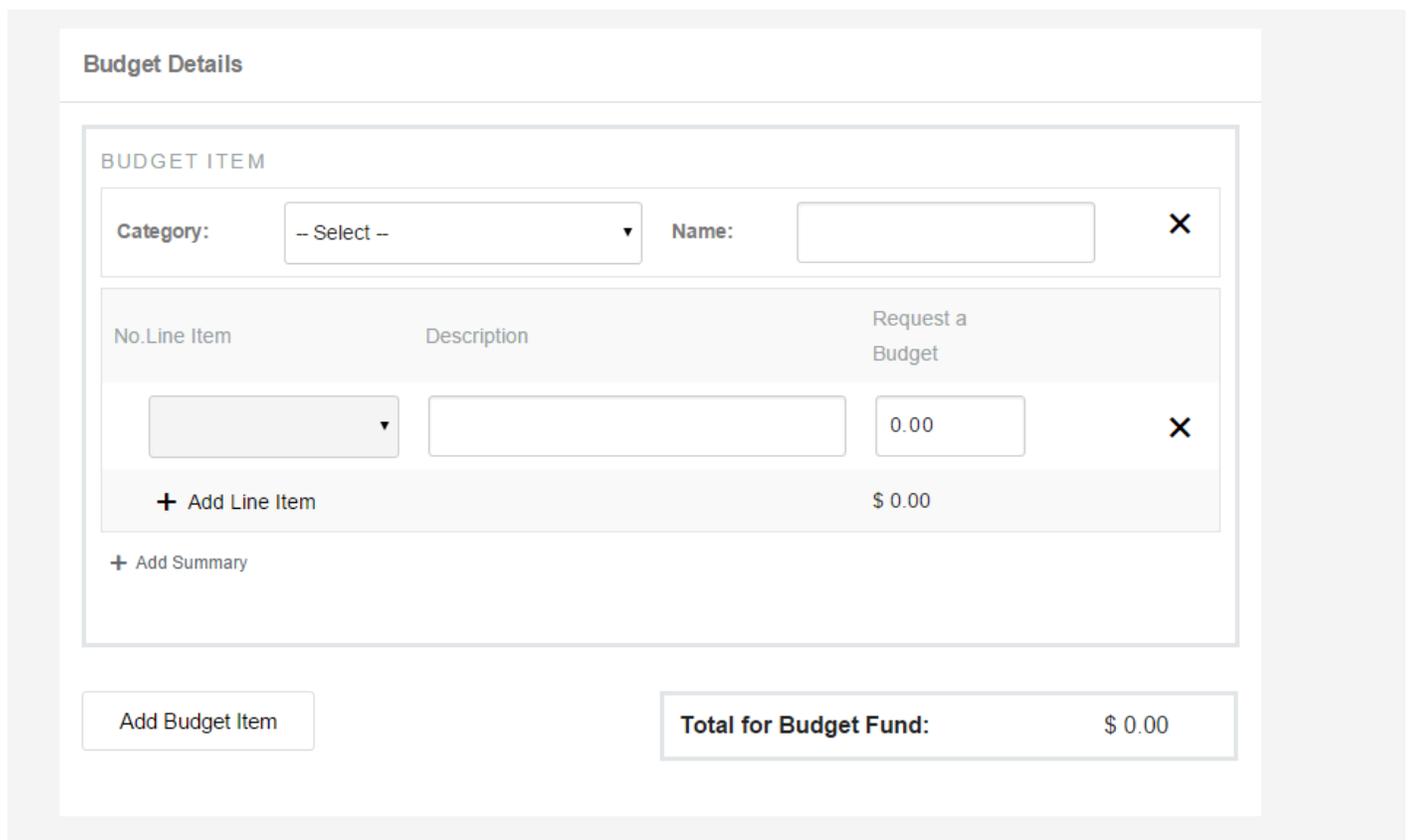


10.) Please select "New Budget" on the right hand side.

11.)



12.) Start by typing in the name of the event you need funding for. Scroll down to “Budget Details”. Here’s where you’ll fill out all the information we need to complete your budget request.



13.) When you select your budget category, a separate form will pop up with specific questions about that type of event. A lot of these answers are required for us to process your request, so please make sure you fill out all the information. The below picture is an example of what the “conferences” funding request form looks like:

Programs & Events - 2016-2017 RSO Event Funding

RSO Name **REQUIRED**

Name of Event **REQUIRED**

Date of Event **REQUIRED**

Location of Event **REQUIRED**

Officer Submitting Request **REQUIRED**

- 14.) Next will be your line items. Each individual expense needs to be tallied on the budget request. After you have completed one line item, click the “add line item button” to fill out the next one.

No. Line Item	Description	Request a Budget	
<input type="text" value="-- Select --"/>	<input type="text"/>	<input type="text" value="0.00"/>	<input type="button" value="X"/>
<input type="button" value="+ Add Line Item"/>		<input type="text" value="\$ 0.00"/>	
<input type="button" value="Fill Out"/>			
This budget category has an attached form.			
<input type="button" value="+ Add Summary"/>			

- 15.) After you’ve completed your line items, click on the button right below that says “Fill Out”

Fill Out

This budget category has an attached form.

+ Add Summary

- 16.) Please upload all supporting documentation that you have for your funding request. Please note that is **REQUIRED** for you submit supporting documentation for your event. Failure to do so, could result in your funding request not being heard.

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

Any Additional Comments?

Write a Comment...

- 17.) After you've completed the form, be sure to click the green "Submit" button at the bottom of the page.

Submit

Save & Finish Later

And you're finished! You will hear from the USG Executive Board soon.

Any questions? Please contact the USG Treasurer at gabipiqini@siu.edu.