1. Approve your student group. Make sure you are an approved group with the Community Committee (CoCo).

2. Look for alternate sources of funding. Before submitting a request, make sure you have looked for alternate sources of funding from SALD, other departments, etc.

3. Negotiate for lower prices. Try to bring the prices down to its lowest possible cost (for honorariums, for example).

4. Make a request. Once above steps are completed, you can make a request on OrgSync. Make sure your request is made at least two weeks prior to an event in case there are any delays in getting funding. Only your group’s Financial Contact can do this.
   - Login to OrgSync.
   - Go to your organization’s homepage.
   - On the left side of the homepage, click on the Treasury link.
   - Click on Budgets.
   - To request funding, click on the “New Budget” link
   - Fill out the Budget request with the following information:
     - Budget Name: Name of your event or request
     - Category: Select “SBC Funding”
     - Budget Forms: Answer supplementary questions
     - Add Line Items: Fill out for each aspect of your request. Be as detailed as possible. Each amount must coincide with the correct line item. If the SBC approves money for an honorarium, that money cannot be spent on drinks.
     - Add Budget Item: Create a new budget item if you are applying for separate requests, i.e. two different tournaments.
     - Upload Documents: Upload any relevant supplementary documents (maps, projected expenses, etc.)
   - Click Submit when you are finished with your request.

5. Sign up for a timeslot to meet with the SBC. You can find this sign-up sheet in the WSA office every Monday from 9AM – 3PM.
1. Take note of our meeting times. The SBC meets every Monday next to the WSA Office in Usdan, Room 104D.
2. Send your financial contact to the meeting. If they cannot make it, send a representative from your organization.
3. Waiting for your turn.
   - If your group signed up relatively early, try to get there early enough as well.
   - If you aren’t sure when to be called, go on the SBC homepage and click the tab that says SBC Meeting Updates for live updates on who we’re meeting and who we will be meeting with next.
4. Pulling out your OrgSync request. At the beginning of the meeting, we will be putting up your request on the projector screen to see what items you are requesting for. It is important that you have your detailed request up on OrgSync.
5. Tell us about your organization and your event. Be prepared to mention or answer more or less the following:
   - What your organization is about
   - How many people are coming to the event or benefitting from it (the more, the better!)
   - How you’re planning on advertising
   - How the event benefits the Wesleyan community
   - How the request relates to the group’s mission statements and goals
   - Any alternate funding you have
   - Any dues you are requesting from your members (i.e. semester dues for sports clubs)
   - Any past requests you have made similar to your current request
   - If travelling, how you’re planning to travel, and how many miles will be needed if by car
6. Remember the things that we DON’T fund: reimbursements, non-cultural food or drinks, events over the break, etc. (See previous sections.)
7. Don’t be scared or intimidated! We’re really nice!
1. Wait for the status of your request. After all groups have presented, the SBC discusses all of the requests. Your organization should have an answer within a few hours.

2. Access the results of your request. Depending on what was decided on, you can receive the results of your requests in OrgSync or through email.
   - You can check the status of your request by logging onto OrgSync. Click Treasury then Budgets and your request will show the status of Approved, Denied or Deferred

3. Take action depending on the results of your request.
   - **Approved:** This will only be checked through OrgSync. You can then be able to go to the WSA Office as early as Wednesday of that week to get your funds.
   - **Denied:** You will be receiving an email from a member of the SBC detailing the denial of the request
   - **Deferred:** You will be receiving an email from a member of the SBC asking for more information and detailing why this request has been deferred.

4. Come to the SBC again! Remember that your organization can come in to see the SBC as many times as necessary prior to your event.

5. Email us for further questions. Our email is sbc-glist@wesley-an.edu. We will try our best to get back to you as soon as possible.