BEFORE REQUESTING FROM THE SBC

1. Look for additional sources of funding apart from the SBC. You can request money from SALD, concert committee, departments, and other sources listed on our website under “Other Funding Sources”.

2. Attempt to negotiate prices and bring them down to the lowest possible quote. The SBC has a limited pool of money, and we have to be fair to all student organizations. We expect you to come prepared with a figure previously decided by your organization.

3. Ensure your request doesn’t include something the SBC doesn’t fund. We do not fund food, or items members keep, such as personalized t-shirts. We also do not fund events that are not open to everyone on campus, or anything taking place during summer break. We do not fund retroactively, that is things you’ve already purchased.

   ★ The SBC bylaws make an exception for food in which we will fund up to $200 for food per group per semester, but only for appetizers prepared for a cultural purpose. We generally do not fund catering - this is more for ingredients.

   ★ For more details about what the SBC doesn’t fund, read the Funding Criteria on our website.

4. Ensure you are asking far enough in advance. Funding typically takes 3-5 business days from approval to process, but you should apply at least two weeks in advance.

   ★ Anything that involves a contract will take 4 - 6 weeks. For example, if you want to bring a speaker to campus, make sure to request funding at least 6 weeks prior to the planned date of the talk. You can email the WSA office to get more information about the contract process.
HOW TO MAKE A REQUEST

1. **Log onto OrgSync.** For your student group to make a budget request, it must be an officially recognized student group with an OrgSync account.

2. **Make a request on OrgSync.** Your group’s Financial Contact will have access to budgets on OrgSync. You can only make a request while the budget period is open from Wednesday at 10 am to Friday at 4 pm each week.

   ★ Login to OrgSync and go to your organization’s homepage.
   ★ On the left side of the homepage, click “Treasury”.
   ★ Click on budgets, then click on “New Budget”.

3. **Ensure you fill out the form** and include all the required information.

   ★ Enter the budget’s name in “Budget title”.
   ★ For “Category,” choose “SBC funding” from the drop-down list.
   ★ Click “Fill out attached form,” and fill in the form.
   ★ Add each item you are requesting funding from by clicking “Add Line Item”. You **must break down your budget** into each item in this section - an attached excel sheet or verbal explanation cannot be used to replace breaking up your budget. The WSA Office requires this and exceptions are rare.
   ★ If asking for **gas money**, you should put $0 into the amount requested in the line item for gas/travel. We will calculate your gas costs.
     ☆ If you are planning to Uber or use a zipcar, consider renting a car or renting a van from Wesleyan instead - these are marginally cheaper.
   ★ You must include some form of **documentation of prices** - this can be an invoice, an e-mail with a quote, an Amazon link to the item, etc. You can upload these using the “upload” section of the form, or include them in the line items. If travelling, include a link or screenshot showing the distance to your destination.

If any of this information is missing, an SBC member should email you before the Monday meeting asking for it. Ensure you reply to this email promptly.
1. **Come to the SBC meeting.** The SBC meets on Monday evenings, and you **must** come to this meeting for your request to be considered. Ideally, your group’s financial contact must attend this meeting. If not possible, another group member may attend.

You should receive a text telling you your meeting time beforehand on the number you provided. You can also check your group’s meeting time by clicking the link to the wait list document provided on the SBC website. Be on time!

The SBC meets in Usdan Room 114. Do not knock or enter - **wait outside and we will come out and call you** (we do this for privacy reasons).

2. **Tell us about your group and the request.** We will call you in when it is your turn and pull up your request on OrgSync. Be prepared to tell us:

   - What your organization and event/request is about
   - How this event contributes to the Wesleyan community
   - How this event is related to your group’s mission
   - Any alternate funding you may have, any dues you collect, etc.
   - Whether your group has any money in its income account (check this through OrgSync Treasury) and if so, whether you are willing to use it towards this request or if you have a different plan for it
   - Whether you’ve asked for or received funding for this in the past
1. **Access the results of your request.** After the SBC finishes with meeting groups, its members deliberate and decide on every request. This usually takes a few hours.

   ★ The results of your request can be checked on OrgSync - under “Treasury,” it will show up as approved, denied or deferred.

   ★ You should also receive an email explaining the decision.

2. **If your request was approved,** congratulations! On Tuesday, the WSA Office will start to transfer approved funds. This usually takes 3-5 business days, so hopefully by Friday you will have the funds. There are two primary ways to use those funds once they are approved - you can either spend your own money and go to the WSA office to be reimbursed. Alternatively, if your purchase cost is above $300, you can sign up for an appointment at the WSA Office to use the WSA Office credit card.

   Any questions or concerns about receiving and using funds should be addressed to the WSA Office. Visit them at Usdan 104A or email them at wsaoffice@wesleyan.edu.

   ★ Don’t freak out if your budget proposal was cut. Most requests receive less than they asked for.

3. **If your request was deferred,** don’t panic - this isn’t a rejection! Most likely, you forgot to add some information we need. We’ll email you telling you what you missed. You should take the required action as soon as possible, and your request will be decided on in the next budget period (next Monday). You may have to come to the meeting again - we will let you know.

3. **If your request was denied,** you should receive an email explaining why. Please understand that the SBC’s pool of money is very limited and we have to ensure we are being fair to all students. If you feel this decision was unjust, you can appeal it through the appeals process. Check the SBC’s website for documents explaining this process.