



Requesting funding from Stout Student Association (SSA)

Things you want to consider prior to beginning your funding request:

- What events does your organization want to do during that funding period?
- Each event will need a separate funding request (for example - if you are requesting funding for 5 speakers that is 5 separate event requests, etc.)
- What are the things that you will need for each event – make sure that you are spending some time working with your group members on what supplies you might need for the event.

The **3 steps that must be completed for all budget requests** from SSA:

1. Fill out a request in CONNECT prior to the deadline (See “creating a request”)
2. Sign up for a budget hearing in CONNECT (Step 7 below)
3. Attend budget hearing to present your budget and answer FAC questions. (See hearing tips)

Table of Contents

| | |
|---|---|
| Requesting funding from Stout Student Association (SSA) | 1 |
| STEP 1: Creating an event request..... | 2 |
| Input the event details..... | 3 |
| Selecting Event Types..... | 3 |
| On campus event types and available categories..... | 3 |
| On or Off Campus: | 4 |
| Travel/trips Off Campus..... | 4 |
| Event details:..... | 4 |
| Example of an event type: Entertainment..... | 5 |
| Example of an event type: Travel Competition | 6 |
| STEP 2: Signing up for a budget request hearing..... | 6 |
| STEP 3: Attend your hearing – Hearing Tips | 7 |
| Budget Timeline: | 8 |
| Resources: FAC documents in the SSA page:..... | 8 |
| Spending your allocation: | 8 |
| Asking for Help: | 9 |

STEP 1: Creating an event request

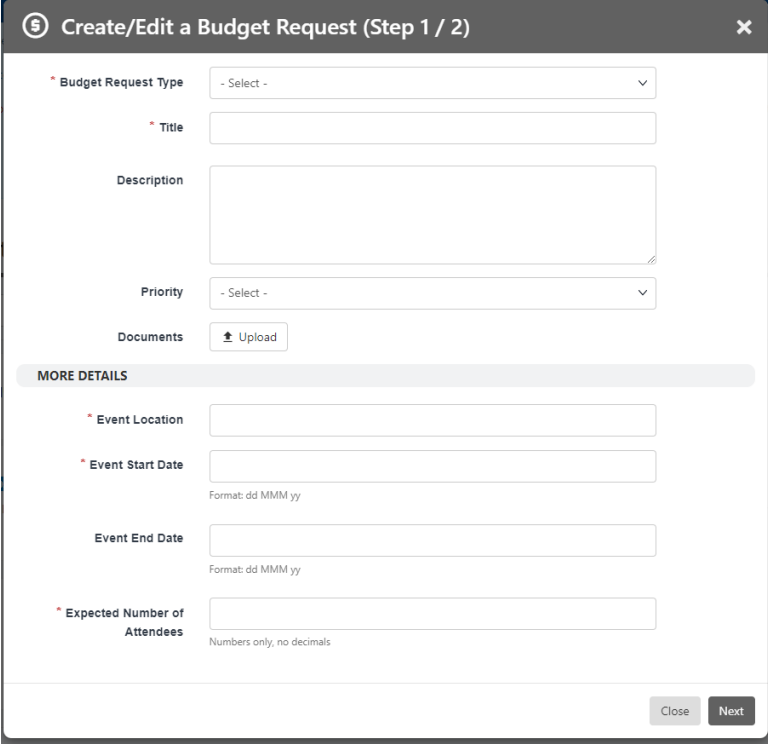
1. Login to CONNECT at connect.uwstout.edu or from the logins page using UW-Stout Credentials
2. Find your group's page> Money>Budget (only officers can see this menu)
3. Select the correct budget period. Most of the time only one budget will be open at a time but between 11/15 and 1/30/2023 two will be open for requests
4. Select the "create budget" button

The screenshot displays the CONNECT system interface for the Stout Student Association (SSA) budget page. The left sidebar shows the 'Money' menu with 'Budgeting' highlighted. The main content area shows the 'Budget - Stout Student Association (SSA)' page. The 'Create Budget Request' button is circled in red. A green arrow points to the 'Click Here' text. The page includes a timeline with 'Open for Requests' and 'Requests Closed' phases, and a 'Totals' section showing \$0.00 for various budget items.

| Totals | | | | | |
|--------------|-----------|----------|------------------|-------------------|--------|
| \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Funds Needed | Requested | Approved | Payment Requests | Payments Approved | |

Input the event details

You may not know all the event details at the time, but do your best to estimate the date, time, and location. Keep in mind that this request does not automatically create the event in your student org page – so having limited details will not make your page look like you have incomplete event details. This information will only be viewable only by the officers of your group.

| | | |
|--|--|---|
|  | <p>1. One request per event</p> | <p>So if for example you are having a “Veteran’s issues week” that has 5 different events you will need to submit 5 requests that all have their unique event type.</p> |
| | <p>2. Select the correct EVENT TYPE</p> | <p>(i.e. – food is only eligible in certain event types). Selecting the wrong event type could result in an event not being funded.</p> |
| | <p>3. Select a priority</p> | <p>This allows the committee to know your preferences when all events can’t be fully funded.</p> |
| | <p>3. Estimate event details</p> | <p>You do not need to know exact dates or speaker, but you can put in “speaker about professionalism” or something general</p> |
| | <p>4 Estimate attendees</p> | |

Selecting Event Types

For a full list of budget rules and event type descriptions see the FAC standing policies, Policy 820, and other documents in the Stout Student Association FAC files.

On campus event types and available categories

For an event to be funded it must **ONLY** use the budget item categories available as listed below.

- **Competition** - event services (i.e. Referee, custodial, etc.), event supplies, or conference dues/league dues
- **Educational/Instructional** - event supplies, event services, speaker/instructor, advertising, film/movie, food in support of educational or cultural focused event
- **Entertainment** (Comedian, band, etc.) - advertising, event supplies, event services (tech services, custodial, service fees, etc.), contracted entertainment (speaker, band, comedian, magician, etc.), film/movie, food in support of educational or cultural focused event
- **Meeting** - this is for members only and can only have event supplies if it is advertised to the whole campus at least two weeks in advance

- **Practice** - event supplies, facility use (use only for facilities located near campus that are not provided on campus like ice rink, swimming pool, bowling alley, etc. - anything outside the Menomonie area is a trip).
- **Recruitment** - (for Backyard bash or involvement fair use university sponsored event type instead) advertising, event supplies, promotional items, food for recruitment
- **Group Development** - event supplies, event services (for anything off campus use trip social/recreational
- **University Sponsored Campus event** - (i.e., Backyard Bash, Homecoming parade, etc.) event supplies
- **Workshops** - event supplies, event services, speaker/instructor, advertising, film/movie

On or Off Campus:

- **Sales/Fundraising event** - any items purchased in this kind of event are **loan only** and should be listed under event supplies

Travel/trips Off Campus

Any event held off campus and outside of Menomonie is considered a trip. All trips must be open and available to everyone and advertised according to the budget rules. Please use the appropriate trip category and only available categories.

- **Travel- group professional** - trip to conferences, meetings, tours related to field, etc. - vehicle rental (bus, auto, van, etc.), Mileage or Gasoline, Registration/event fee/tickets, airfare, lodging
- **Travel - social/recreational** - travel for the purpose of fun/recreation - vehicle rental (bus, auto, van, etc.), Mileage or Gasoline, Registration/event fee/tickets, airfare, lodging
- **Travel - competition** - travel for the purpose of competing - vehicle rental (bus, auto, van, etc.), Mileage or Gasoline, Registration/event fee/tickets, airfare, lodging
- **Travel- student organization leader** - travel for the purpose of bringing back information to better operate your student organization - vehicle rental (bus, auto, van, etc.), Mileage or Gasoline, Registration/event fee/tickets, airfare, lodging

Event details:

Title: Be as specific as possible regarding the event for example if you are having a speaker for heart health awareness and you don't yet know the name of the speaker you could put something like "heart health awareness month speaker"

Description: Do your best to outline what will take place at the event or the goals of the event

Location: Best as specific as possible (i.e. – MSC Great Hall, MSC South Lawn, Indianapolis, IN, etc.)

Start Date: Date your event begins – if you do not know exactly choose a date in the month you intend to do the event – DO NOT LEAVE BLANK

End Date: For many event types this will be the same as the start date and could be left blank, but if you are traveling this would be the return date – it may be a guess

Expected number of attendees: Give your best guess as to how many students you expect to attend

Example of an event type: Entertainment

Enter Budget Items (Step 2 / 2)

| Item Type | Amount Requested | Amount Financed By Group | Total Funds Needed | Notes |
|-----------------------------|------------------|--------------------------|--------------------|--|
| Contracted Entertain... ▾ | \$ 350 | \$ 0 | \$ 350.00 | Great Band <div>✕</div> |
| Event Services (ETC, C... ▾ | \$ 50 | \$ 0 | \$ 50.00 | Tech Services <div>✕</div> |
| Event Supplies ▾ | \$ 25 | \$ 0 | \$ 25.00 | Decorations <div>✕</div> |
| Prizes ▾ | \$ 25 | \$ 0 | \$ 25.00 | Small giveaways under seats <div>✕</div> |
| Total | 450.00 | 0.00 | 450.00 | |

+ Add item

Back

Save

The above **example is for an event type: ENTERTAINMENT**

Things it does well:

- Separates out each item into its own type
- Remembers that it needs event services in addition to its contract
- Left the “amount financed by group” blank
- Describes in detail what each item type will cover in the notes

Example of an event type: Travel Competition

Enter Budget Items (Step 2 / 2)

| Item Type | Amount Requested | Amount Financed By Group | Total Funds Needed | Notes |
|----------------------------|------------------|--------------------------|--------------------|------------------------------|
| Transportation (Bus o... ▾ | \$ 300 | \$ 0 | \$ 300.00 | We need a bus because so n ✕ |
| Registration/Tickets/... ▾ | \$ 295.00 | \$ 0 | \$ 295.00 | Competition fee ✕ |
| Lodging ▾ | \$ 600.00 | \$ 0 | \$ 600.00 | 6 Rooms x 4 people/room ✕ |
| Total | 1195.00 | 0.00 | 1195.00 | |

+ Add item

BackSave

Example of a Travel - competition

What this example does well is:

- Separates each item
- Describes each item specifically
- Indicates how it came to the estimate (6 room x 4 people per room = 24 people)
- Does not include anything the group might be financing – that section is blank

STEP 2: Signing up for a budget request hearing

1. Go to the SSA Page
2. Select the Events section
3. Search for Financial Affairs Committee for Contingency & Annual Budget Hearing for the Annual process
4. Choose the Register button

Stout Student Association (SSA) Manage Home About Events 25 Surveys & Forms Officers Files News Links More

Upcoming Events (10) Manage

Financial - Type - From Date To Date

Financial Affairs Committee 2 going Register

Thu, Sep 22, 2022 3:30 PM – 5:15 PM White Pine Room, MSC Meeting In Person Meeting

Financial Affairs Committee 3 going 2 Spots Left Register

Thu, Oct 6, 2022 3:30 PM – 5:15 PM White Pine Room, MSC Meeting In Person Meeting

5. Choose a time slot, leave a message with the org you are signing up for, and confirm

TICKET 1 - RSVP

First name Jennifer Last name Lee Email leejenn@uwrstout.edu

Leave us a message (optional)

Leave your message here...

Privacy

☐ Hide me from the list of attendees

Confirm my Registration

Make sure you include the org name here!!!

STEP 3: Attend your hearing – Hearing Tips

Hearing Tips

Presenting your event request:

DO:

- Share how it meets your mission.
- Talk about what the money will be used for.
- Be specific.

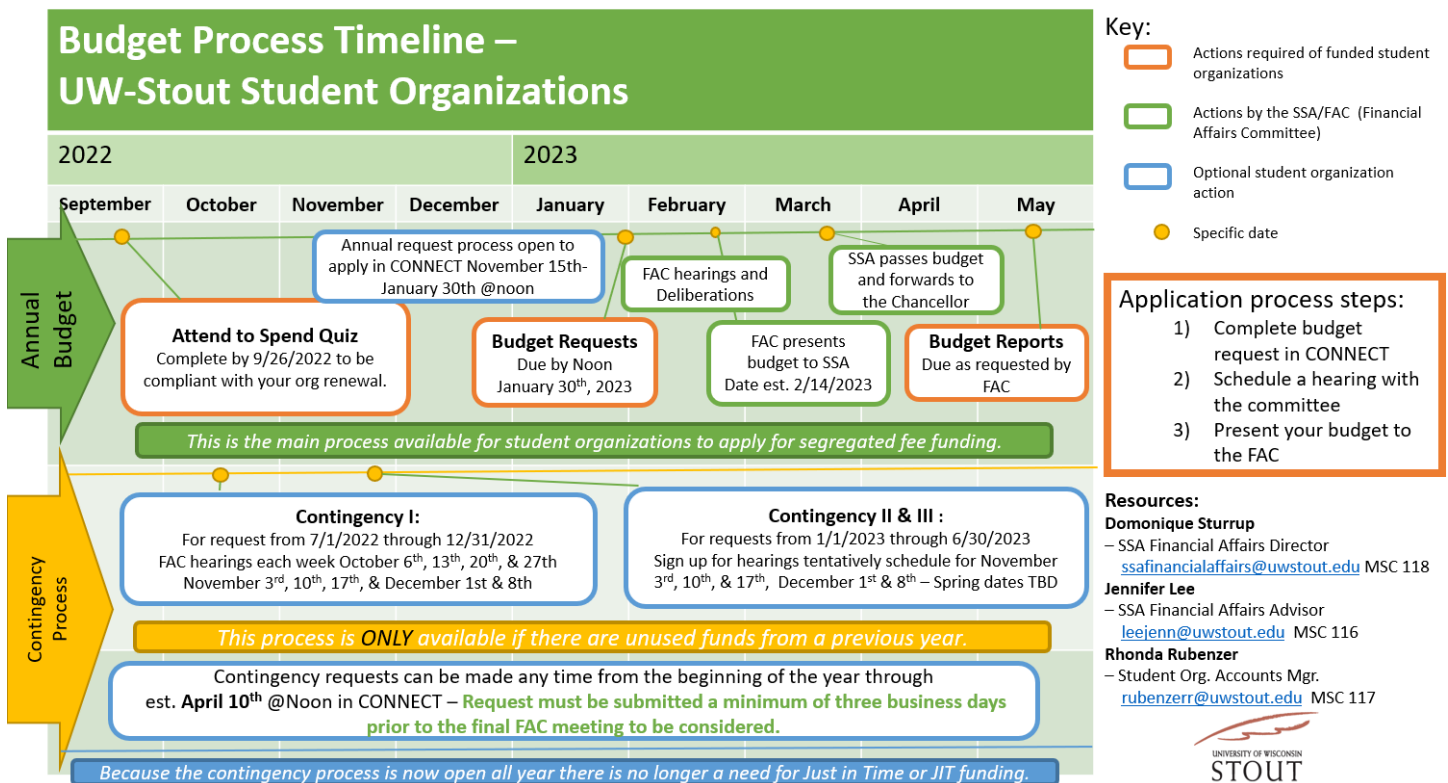
DON'T:

- Sell us on your group – we can't consider how great you are. 😊

Use your time wisely:

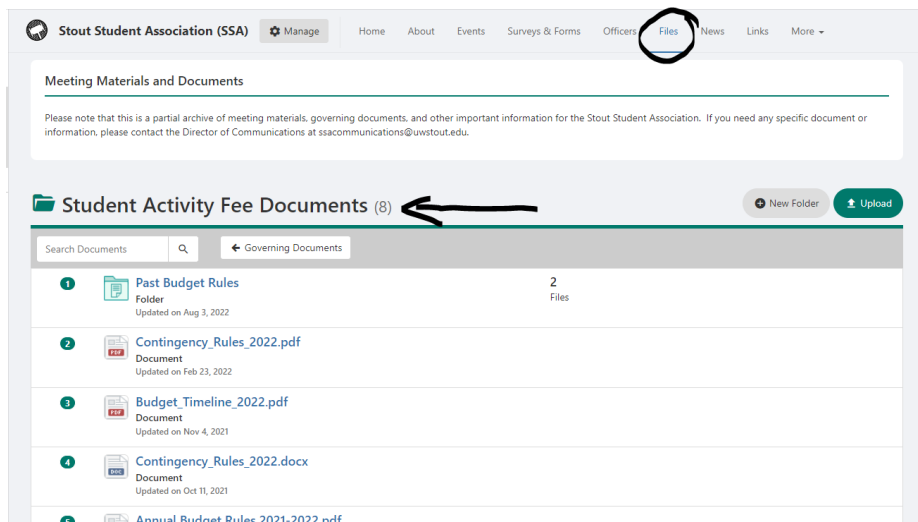


Budget Timeline:



Resources: FAC documents in the SSA page:

1. Go the SSA page
2. Select files>Governing Documents>Student Activity Fee Documents>



Spending your allocation:

1. Take the [Attend to Spend quiz](#) prior to spending any money this will show you in detail what you need to be reimbursed or have something purchased for you.
2. If you put in a detailed request, it will be easy to spend the money in each category, see example below:

Finding the payment request later:

The screenshot shows a budgeting application interface. On the left is a sidebar with a 'Money' menu where 'Budgeting' is highlighted. The main area displays a 'Totals' summary at the top and a detailed budget table for the 'Stout Student Association (SSA)'. A specific budget item, 'Test Concert', is selected and highlighted with a red circle. Within this item's details, the 'Request Payment' button is also circled in red. The table lists various budget items with their respective fund needs, requested amounts, and approval status.

| Totals | | | |
|--------------|-----------|----------|------------------|
| Funds Needed | Requested | Approved | Payment Requests |
| \$450.00 | \$450.00 | \$0.00 | \$0.00 |

| Stout Student Association (SSA) | | | | | | | | | |
|---------------------------------|--|--|--------------------|-------------------|-----------------|-------------|-----------------------------|-------------|-----------------|
| ID | Description | BUDGET ITEMS | | | APPROVAL | | PAYMENTS - Approve Requests | | |
| | | Name | Total Funds Needed | Financed By Group | Requested | Approved | Notes | Create Date | Request Payment |
| 70165 | Test Concert Entertainment - On Campus This concert will be the best one ever! Submitted By: [User] Event Details: Great Hall Music, Sep 19, 2022 - Sep 19, 2022 | Contracted Entertainment (Speaker, band, magician, comedian, instructor, etc.) Great Band | 350.00 | 0.00 | 350.00 | | | | Request Payment |
| | | Event Services (ETC, Custodial, Referee, etc.) Team Services | \$0.00 | 0.00 | \$0.00 | | | | Request Payment |
| | | Event Supplies Decorations | 25.00 | 0.00 | 25.00 | | | | Request Payment |
| | | Prizes Small giveaways under \$5.00 | 25.00 | 0.00 | 25.00 | | | | Request Payment |
| | | Total | \$450.00 | \$0.00 | \$450.00 | 0.00 | | | |

Asking for Help:

For questions regarding how to make budget requests or specific request contact:

Financial Affairs Director: ssafinancialaffairs@uwstout.edu

Domonique Sturup

For general questions about funding:

FAC Advisor: leejenn@uwstout.edu

Jennifer Lee

For specific spending questions:

Student Org Accounts Manager: rubenzerr@uwstout.edu

Rhonda Rubenzer