



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 – this is a little bit different than our previous system where you asked for all events within one request.
- 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 (Steps 1-6 below)
2. Sign up for a budget hearing in CONNECT (Step 7 below)
3. Attend budget hearing to present your budget and answer FAC questions. Your representative gets only 10 minutes for presentation and questions so they should focus on the budget request event details rather than the functions of the group which cannot be considered in this process.

Step 1 in making a request - Login

- Login to CONNECT at connect.uwstout.edu or from the logins page
- Use your UW-Stout credentials

Step 2 – Locate the student organization that will be requesting funds

- Find Your Group under “My Groups” or search groups

Step 3 – Locate the money tab on your group page

- Only officers can view the manage options in the group page.
- If you are not an officer any officer of the group can make you an officer. Once you are an officer the options will be present for you

The screenshot displays the CONNECT interface for the Stout Student Association (SSA) group page. The 'Budget' tab is highlighted with a blue circle. The interface shows various sections: Recently, Budget (with a 'View' button), Accounting Book, Surveys & Forms (54 Created), Emails (379 Sent), Events (99 Upcoming), and Files (4,088 Uploaded). A sidebar on the left contains navigation options like Dashboard, Activity, Settings, Officers, Group Page, Reports, Members, Emails, Events, Surveys & Forms, Website, Money, and Files. A right sidebar shows Recent Feed Posts and Activity.

Click here for the FAC Standing Policy.
Click here for the rules governing the 2021-2022 Annual Budget Process.
If you have any questions or concerns please reach out to Director Cody Gentz at ssafinancialaffairs@uwstout.edu

Budget - Stout Student Association (SSA)

21-22 Annual Budget

Filter By: Stout Student Associatio... Download Report

Budget Submission | Payments | Budget Closed

Group officers can submit budget requests. | SSA officials will hold hearings and deliberate on the | Group officers can submit payment requests and budget approvers can approve/reject | No budget requests, approvals, payments can be made anymore.

Totals					
\$139,010.00	\$139,010.00	\$137,610.00	-\$859.37	-\$825.82	
Funds Needed	Requested	Approved	Payment Requests	Payments Approved	

#ID	REQUEST	BUDGET ITEMS			APPROVAL		PAYMENTS - Approve Requests					
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance
44601	Carry Over <small>University Sponsored Campus Event (like homecoming parade or Back Yard Bash)</small> Priority: Low Submitted By	Event Supplies	30,000.00	0.00	30,000.00	30,000.00						

Step 4 – Select the budget period you want to request funds in

- Typically, only one period is open at a time, but you will want to make sure your events fall within that budget request timeline – Right now with rolling contingency open there will be times when more than one is open.

Budget

2018-19 Contingency 1 rev

Submit Your Budget | Request Review by FAC | SSA Review | Budget Approved | Budget Closed

This phase is for student organizations to plan their events. You will be able to make edits until the budget moves to the next phase and closes to your edits.

In this phase only the Financial Affairs committee can make changes and they will adjust submitted amounts to amounts that can be approved according to the rules.

In this phase no one can make adjustments and the Stout Student Association approves the budget and recommends any changes.

In this phase SSA has approved the budget and money can be spent if we are in the correct fiscal year.

Step 5 – Select Create A Budget Request

- You will need to create a budget request for each event separately. So, if your organization does 5 events you will submit 5 separate requests, one for each event. For events that are a collection of events (i.e. _____ week, etc.) do a separate request for each event within the event so that the committee can fund like events alike.

Budget

Settings Create Budget Request

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In this phase SSA has approved the budget and money can be spent if we are in the correct fiscal year.

Stout Student Association (SSA)
There are no budget items for this budget cycle for this group.

Step 6 – 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 will be viewable only by the officers in the Money Module.
- You will need to make sure to **select the correct EVENT TYPE – certain items can only be requested in certain event type.** (i.e. – food is only eligible in certain event types). Selecting items that are not eligible will result in items not being funded if the wrong event categories are selected.
- **ONLY ONE EVENT PER REQUEST** – 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 (ie. -

Event Types

Use on-campus event types for most events. If you want an off-campus event to be funded you must request it as a travel event. 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

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 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 types not eligible for funding:

Varsity Athletics, Campus Program/Department Sponsored, & Service

- Ask for all the separate items you will need for the event. If your screen is too small you may need to TAB at the end to get an “add item” button.

Event details:

* Budget Request Type

- Select -



* Title

Description

Long text, no limit

MORE DETAILS FOR EVENTS

Location

Start date

Format: dd mmm yyyy

End date

Format: dd mmm yyyy

Expected Number of Attendees

Numbers only, no decimals

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: Travel Competition

Select correct event type

* Title

League Competition 1

Description

This is the first conference travel event. This event is one of our 4 league events

Long text, no limit

DETAILS FOR EVENTS

Location

Steven's Point, WI

Start date

01 Sep 2019

Format: dd mmm yyyy

End date

Format: dd mmm yyyy

Expected Number of Attendees

35 |

Numbers only, no decimals

Budget Item Types:

The screenshot shows a table with the following columns: Amount Requested, Amount Financed By Group, Total Funds Needed, and Notes. A red oval highlights the 'Amount Requested' column, and a red arrow points to it with the text 'NO - DO NOT USE THIS COLUMN'. A green arrow points to the first row with the text 'Only Here!!!'.

	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
	\$ 80	\$ 0	\$ 80	We need a banner for our gi
Event Supp...	\$ 100	\$	\$ 100	Juggling balls
Contracted Entertain...	\$ 500	\$	\$ 500	Contract for juggling instruc
Educational or Cultur...	\$ 200	\$	\$ 200	Appetizers for group
Total	880.00		\$880	

The above **example is for and 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
- Only used the budget allocation requested column
- Describes in detail what each item type will cover

Example of a Travel - competition

The screenshot shows a table with the following columns: Amount Requested, Amount Financed By Group, Total Funds Needed, and Notes. A red oval highlights the 'Amount Requested' column, and a red arrow points to it with the text 'NO - DO NOT USE THIS COLUMN'. A green arrow points to the first row with the text 'Only Here!!!'.

	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Contest tickets/...	\$ 200	\$ 0	\$ 200	Contest entrance fee
Transportation (Bus o...)	\$ 150	\$	\$ 150	Personal cars x 300 miles x 4
Contracted Entertain...	\$ 150	\$	\$ 150	Referree fees
Total	500.00		\$500	

What this example does well is:

- Separates each item
- Describes each item specifically
- Indicates how it came to the estimate

This is what a completed event request looks like as it awaits a decision.

#ID	REQUEST	BUDGET ITEMS			APPROVAL			PAYMENTS - Approve Requests					
		Name	Total Funds Needed	Financed By Group	Requested	Approved	Notes	#ID Create Date	Total Payment Requested	From Approved	From Group Funds	Remaining Balance	
51064	Skills Contest Travel/Trip - Group Competition Priority - Medium Skills demonstration and competition. Submitted By Jennifer Lee Nov 4, 2021 1:24 PM Event Details Great Hall MSC Nov 4, 2021 - Nov 4, 2021 50	Registration/Tickets/Event Participation Fee Contest entrance fee	200.00	0.00	200.00					Request Payment			
		Transportation (Bus or rental vehicle) Personal cars x 300 miles x 4	150.00	0.00	150.00					Request Payment			
		Contracted Entertainment (Speaker, band, magician, comedian, instructor, etc.) Referee fees	150.00	0.00	150.00					Request Payment			
		Total	\$500.00	\$0.00	\$500.00	0.00			Total	\$0.00	\$0.00	\$0.00	\$0.00

Step 7: Where to sign up for a budget request hearing

1. Go to the SSA Page
2. Select the Events section
3. Click the Financial Affairs Committee meeting you want to attend
4. Register – this must be done by Noon the Thursday before the Monday to make the agenda

The screenshot shows the 'CONNECT' system interface. On the left is a navigation menu with options like Dashboard, Members, Events, and Surveys & Forms. The main area displays 'Upcoming Events (6)'. A search bar at the top of the event list has 'Financial' entered and circled in red. Below the search bar, a list of events is shown. The first event, 'Financial Affairs Committee', is circled in red. Its details are: Mon, Nov 8, 2021, 2 PM - 3 PM, White Pine Room, MSC. It shows 1 Registered attendee and 0 Sales. There are three other identical events listed below it for different dates.

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

Fri, Oct 19 From 4:15pm to 4:20pm
 Fri, Oct 19 From 4:15pm to 4:20pm

TICKET 1 - RSVP

First name: Jennifer
 Last name: Lee
 Email: leejeann@uwstout.edu

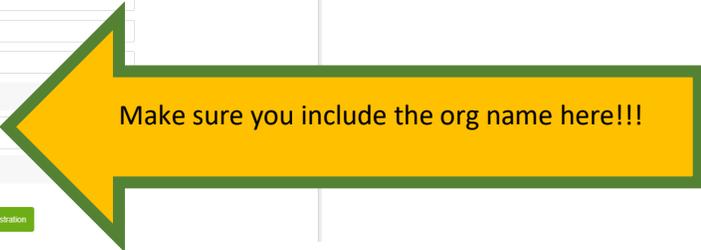
Leave us a message (optional)

Leave your message here...

Privacy

Hide me from the list of attendees

Confirm my Registration



Where to find FAC documents in the SSA page:

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

