SOS Step-by-Step Guide to Submit a Budget Request: Undergraduate Student Organizations
If you need to find out your organization’s Login Credentials/Password:

- Contact Leadership Coach, Stephanie Suarez, at SUAREZSA@mailbox.sc.edu

STEP 1: LOGIN with organization credentials

STEP 2: Click Organizational Budgets
### Student Organization Budget List

Below is a list of the Budgets you have submitted or are currently working on. Please click "Add Event" to create a new budget.

<table>
<thead>
<tr>
<th>Organization:</th>
<th>Cocky's Culinary Club (Dept/Fund Not Found)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle:</td>
<td>Undergrad 15-16</td>
</tr>
<tr>
<td></td>
<td>Step 3: Select Undergrad 15-16</td>
</tr>
<tr>
<td>Created Date</td>
<td>May 22, 2015 12:00 PM thru Aug 28, 2015 4:00 PM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Status</th>
<th>Ongoing</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>People</td>
<td>Map: Find Places</td>
<td>Calendar: Find Events</td>
</tr>
</tbody>
</table>

### Safety/Emergency Information

- People
- Map: Find Places
- Calendar: Find Events
- VIP
- Contact and Site Information
### Student Organization Event Update

#### STEP 5: Fill out all information for what the organization is asking money for.

- **Organization Name**: [Enter name]
- **Event Date**: [Enter date]
- **Event Priority**: [Enter priority]
- **Location**: [Enter location]
- **Attendance**: [Enter expected attendance]
- **Is this event open to the entire student body?**
  - Yes
  - No

### Event Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Requested</th>
<th>Allocated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food and Beverage</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program (Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supplies (Below)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity (Below)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Program (Below)**
- Submit fees if you are hiring an artist, a LJU or other performer. All performance/artist/LJ fees must be listed as a contractual service. Requests for honorariums will not be honored. Must also attach a quote/work order from the artist outlining all services provided for the fee.

**Supplies (Below)**
- Include any additional supplies not listed above.

**Travel**
- Include costs for transportation, lodging, or on-site.

**Publicity (Below)**
- Include costs for any advertising materials or media.

**Event Description**
- Briefly describe organization’s mission and role on campus.

**Event Description**
- [Enter description]

**How does this benefit your organization?**
- [Enter benefit]

**How does this benefit the Student Body as a whole?**
- [Enter benefit]
Fill out the appropriate sections in regards to what your organization is looking for.

Note** You do not need to fill out every section

The "Requested" section at the top needs to reflect the total amount of money that the organization is looking for.
Briefly describe organization's mission and role on campus:
A club devoted to people at USC who want to learn how to cook and implement their cooking abilities by serving their community. Click Here for our recipes!! https://sites.google.com/site/uscculinary/

Program/Event Description: if this event has occurred before, please provide brief summary: *
Be as thorough as possible in describing the event.

How does this benefit your organization? *
Complete

How does this benefit the Student Body as a whole? *
Complete

Finance Committee/Student Body Treasurer Comments:
Leave this section blank.

Budget Documents
There are no uploaded documents.
Advisor Signed Budget Copy: *
Choose File  No file chosen
Document 2 Title:
Choose File  No file chosen

You MUST have your advisor's signature on a screen shot/copy of the initial request and uploaded on this document before you can fully submit the request.

STEP 6: Click SAVE!
Student Organization Event Update

Enter your event budget below. If you have additional "Other" categories, enter the first, then click save for a new entry to appear.

- The budget worksheet was successfully added.

**Note:** You should be brought to this page when you clicked SAVE.

---

**Student Organization Budget List**

Below is a list of the budgets you have submitted or are currently working on. Please click "Add Event" to create a new budget.

- Organization: Cocky's Culinary Club (Dept/Fund Not Found)
- Cycle: Undergrad 15-16  
  Mar 5, 2015 12:00 am thru Apr 30, 2015 3:00 pm

**Created Date**
Jan 16, 2016 3:26 PM

<table>
<thead>
<tr>
<th>Created Date</th>
<th>Submitted Date</th>
<th>Status</th>
<th>Ongoing</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 16, 2016</td>
<td></td>
<td>Pending</td>
<td>Y</td>
<td>$</td>
</tr>
</tbody>
</table>

**STEP 7:** Go back to your Student Organization's budget request page. You should see that there is a created document and that it is now on "Pending" status.

...Click on your newly created budget request!
**Student Organization Budget List**

To view or update an existing event, click on the dollar ($) icon.

<table>
<thead>
<tr>
<th>Organization</th>
<th>Cocky's Culinary Club (Dept/Fund Not Found)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cycle:</td>
<td>Undergrad 15-16: Mar 5, 2015 12:00 am thru Apr 30, 2016 3:00 pm</td>
</tr>
<tr>
<td>Last Submission:</td>
<td></td>
</tr>
<tr>
<td>Budget Status:</td>
<td></td>
</tr>
<tr>
<td><strong>Event</strong></td>
<td></td>
</tr>
<tr>
<td>Event 1</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Event</th>
<th>Requested</th>
<th>Allocated</th>
<th>Priority</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocky's Valentine Creations</td>
<td>$2,000</td>
<td>$0</td>
<td>1</td>
<td>$</td>
</tr>
</tbody>
</table>

**Totals:**
- Requested: $2,000
- Allocated: $0

**STEP 8:** You should see your event’s name, but due to the event requesting over $500, you will need to set up a dialogue with the Senate Finance Committee or GSA. **CLICK on Schedule Budget Meeting.**

---

**Schedule Budget Meeting**

Please select a date below to schedule your meeting for the requested amount of $500.00.

- **Session Time:** Select One
- **Contact Email:**

Select a session time and enter a contact email.
**Student Organization Budget List**

To view or update an existing event, click on the dollar ($) icon.

**Organization:** Cocky's Culinary Club (Dept/Fund Not Found)

**Cycle:** Undergrad 15-16: Mar 5, 2015 12:00 am thru Apr 30, 2016 3:00 pm

**Last Submission:** N/A

**Budget Status:** Submit Budget

---

**STEP 9:** Your budget meeting is set up and now you can **CLICK SUBMIT** to complete the process!

Meeting set for Tuesday, Jan 26th, 2016 @ 6:10 PM

### Event Details

<table>
<thead>
<tr>
<th>Event</th>
<th>Requested</th>
<th>Allocated</th>
<th>Priority</th>
<th>Manage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cocky's Valentine Creations</td>
<td>$2,000</td>
<td>$0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**Totals:**

- Requested: $2,000
- Allocated: $0

---

**NOTE:** This page is the confirmation that you have completed the process and successfully submitted your budget!