



## ***How to Submit a Funding Request***

1. Go to the Nest ([nest.cua.edu](http://nest.cua.edu))
2. Click on your organization page from the Explore page under “My Memberships”
3. Click “Manage Organization” in the upper right corner of your organization page
4. Access the Organization Menu by clicking the icon next to your organization’s name
5. Click on “Finance” within the Organization Menu
  - If you do not have access, contact an officer in your organization
6. Click on blue button labeled “Create Funding Request”
7. Fill out the following information:
  - **Subject:** The event or reason you are requesting money (ex. Cookout event)
  - **Requested Amount:** The total amount you are requesting. (For multiple requests, you can submit them all together or as separate requests)
  - **Description:** Explain what the event is/why you are requesting money (ex. Annual cookout to celebrate the arrival of spring)
  - **Account:** This is the account where you want to money to be deposited to spend from.
    - Choose “Operating Budget” if you are requesting money for operating expenses
    - If the event already has an account (such as events that are put on every year), click on the account that goes with the event (ex. Annual Cookout)
    - If the event/reason does not already have an account, choose “TB Allocations” as the account.
  - **Categories:** Select the best category to describe your request.
  - **Date, Time, Location and Anticipated Attendance:** If this request is not for an event, leave blank. If it is for an event, the location should be confirmed or at least requested.
  - **Attach a breakdown:** Breakdown of planned expenses and revenues for this request, with total amount requested clearly stated. A simple Excel spreadsheet is sufficient. This must also be provided in hard copy to the Treasury Board when you present.
  - **Co-sponsoring Organizations:** Organizations that are helping putting on event (if any)

- Other sources of revenue: Are you receiving money for anywhere else for this event (such as an academic department, another student org, etc.)? Also include any fundraising money you are planning to use.
  - Additional Documents: Attach any other documents you would like Treasury Board to see and consider (such as PowerPoint presentation detailing the event, past year's budgets, quotes for items you are purchasing, etc.)
8. Click "Submit Request"
  9. After submitting your funding request, sign up for a presentation time at [facebook.com/cua.sga](https://facebook.com/cua.sga)
  10. On [facebook.com/cua.sga](https://facebook.com/cua.sga) click on "Treasury Appointment" on the left toolbar and select a time slot

### ***Important Notes on Treasury Board***

Funding requests MUST be submitted at least five (5) days in advance of the Treasury Board meeting where you are presenting. Meetings are on Monday nights, so funding requests should be on the Nest no later than Wednesday.

You MUST make an appointment as well with Treasury Board via their website or Facebook Page. If you submit a funding request, but do not make an appointment to present to Treasury Board, your request will not be reviewed until you schedule and make your presentation.

Funding requests for events or purchases that have already happened are generally discouraged. It is highly unlikely that you will be funded for reimbursement of purchases for an event that already took place, so make sure to plan ahead and come into Treasury Board with enough time to secure your funding and make necessary purchases prior to your event.

If you have questions about a funding request you would like to submit, contact your Treasury Board Liaison. Every organization has one listed on their organization's Nest page. This person can help you put together a strong request and presentation, answer any questions you have about Treasury Board, and will give you information about the board's decision after you present.