

FY20 S&A Budget Submission for Clubs Eagle Sync Instructions



1. Please complete the "S & A Funding Request Documentation" **First** by going to the link below. Once you have clicked on the link below, you will need to login with your ID.

<https://orgsync.com/130361/forms/346959>

Once you have done this, you will be directed to the document below:

S&A Funding Request Documentation

The EWU Student Activity Fee (S&A Fee) supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/program and Clubs & Organizations (C&Os) are required to submit a budget on EagleSync (see step-by-step directions provided separately) that outlines salaries/wages, benefits, and/or direct expense funds being requested. As part of developing a budget request, you will be asked to upload supporting documentation (this form). Please make sure that you fully complete this form, save it as a PDF at the end, and then upload it as part of the budget you submit.

Scroll to the bottom of the page and click the green box that says "Begin Form"



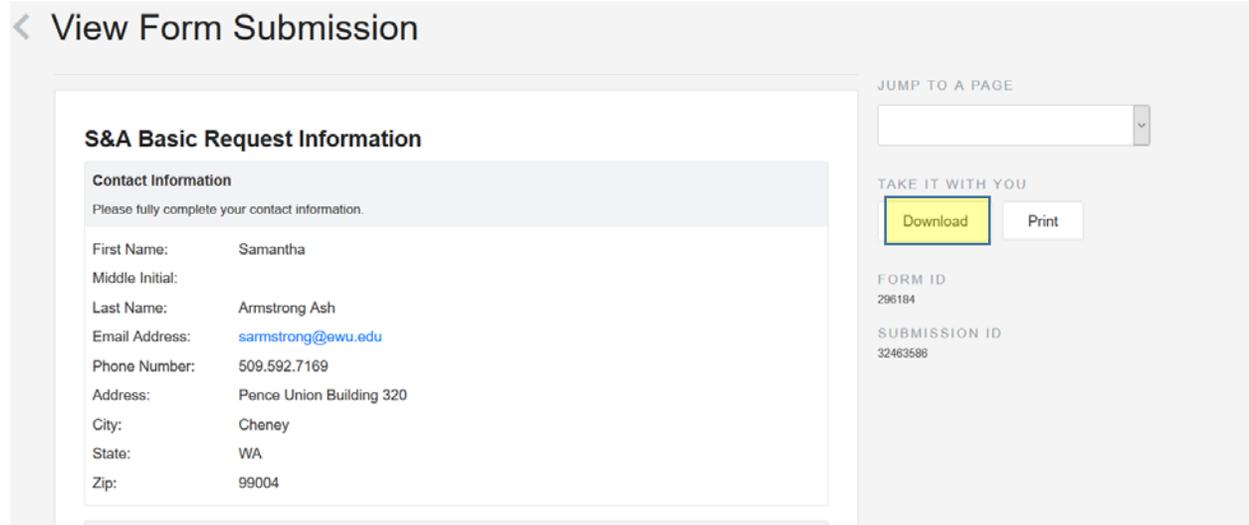
2. Once you complete the form and hit submit, scroll down to the bottom. You will see your submission. Select View submission.

YOUR SUBMISSIONS

Start Date	Last Updated	
Dec 05, 2017, 10:24PM PST	Dec 05, 2017, 11:06PM PST	View Submission

A green rectangular button with the text "Begin Form" and a right-pointing arrow.

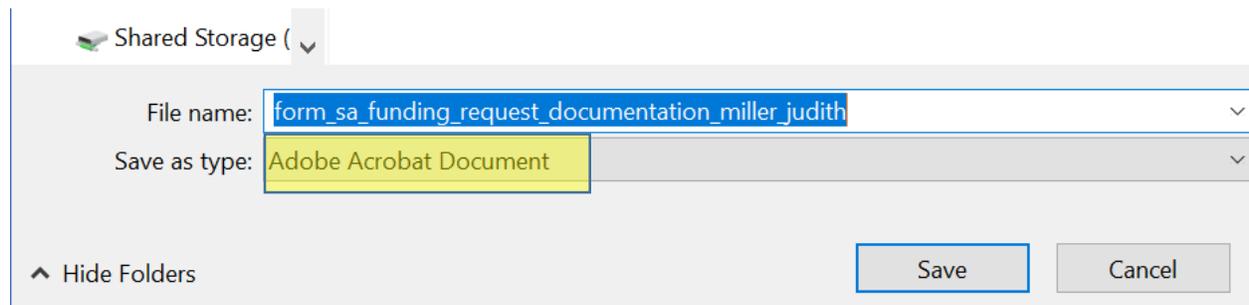
You will now see your “View Form Submission” (below) Once you see this, you can click on the “Download” button.



Now you will want to click the arrow button next to the Save button and select “SAVE AS”



Once you have done that you will get the option below, and you will want to be sure and save as an “Adobe Acrobat Document” in your file where you can easily find it to Upload at the end of the budget process. Now click SAVE.



3. You are now ready to Go to your Eagle Sync Portal, click on the “More” tab and Select Treasury to start your Budget Request.

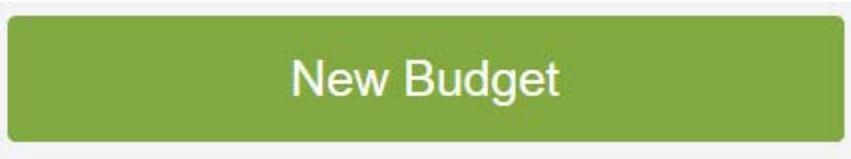


4. Once on the Treasury Page select “Manage Budgets”

Treasury

Budgets	Revenue Funds
 Manage budgeting and activity funding, including submitting a budget request.	 See a rolling balance of funds available for your organization, create entries, and view requests.
Manage Budgets	Manage Revenue Funds

5. Click on the green “New Budget” button.



6. You will now receive this screen introducing you to the process with current year information and deadline dates and times. Please be sure to read this information, as it will be pertinent to how you apply for your funding and all the detailed information in for your request to be considered a complete request.

Instructions

S&A BUDGET FUNDING REQUESTS | REVIEW CAREFULLY

If you have any questions or concerns regarding this form or the S&A Funding Process, please contact Chris Ryckman at asewudirfinance@ewu.edu or Samantha Armstrong Ash at sarmstrong@ewu.edu

The EWU Student Activity Fee supports student-centered activities, services, facilities, and recreation to improve student life. To apply for funding derived from the EWU Student Activity Fee, EWU departments/units/programs & student clubs/organizations seeking S&A Funding support are required to submit a budget on EagleSync (see directions provided separately) that outlines any salaries/wages, benefits, and direct expense funds being requested. Additionally, each budget request must be accompanied by a completed narrative form provided to you via e-mail upon request or as part of the budgeting process packet sent via e-mail. Please make sure that your department/program/unit OR student club/organization fully completes this form and uploads it as part of the budget you submit. PLEASE NOTE THAT THERE ARE DIFFERENT BUDGET REQUEST FORMS & YOU NEED TO SELECT THE APPROPRIATE ONE FROM THE DROP-DOWN MENU TO ENSURE WE RECEIVE YOUR SUBMISSION.

7. You will now begin the process. Your Budget title will read as below:

Budget Title

Club Name (e.g. RocketryClub) S & A Budget Request 2019-2020

8. The Budget Period You will select from the drop down arrow is: **FY20 July 2019 to June 2020**

Budget Period

FY20 (July 2019 to June 30, 2020) ▼

FY19 Supplemental Budget Request (January 2019 to June 2019)

FY20 (July 2019 to June 30, 2020)

FY2019 (July 2018 to June 2019)

9. Budget Details you will insert your Item Title using “Clubs and Organizations” as your title.

Item Title

Clubs and Organizations

10. Your next section is Category, and you will click on the drop down arrow and select the category that matches your “Item Title” that you just submitted. (See Below)

Item Title

Clubs and Organizations

Category

-- Select -- ▼

-- Select --

1. Wages and Benefits (600)

2. Direct Expense (700)

3. Clubs & Organizations

11. This next section you will pick the line item you are requesting funds for. If you are requesting for more than one-line item, you will use the “+Add Line Item” below for each additional. If you are requesting a lump sum, you can certainly just use the last category, “F. Events/All Expenses”. Please also note that if what you are requesting you intend to spend some of your “Revenue” money (Club funded), toward the expense then you can list that under the proper heading.

3. Clubs & Organizations

No. Line Item	Description	Request a Budget	Spend from Revenue Fund
-- Select --		0.00	0.00
-- Select --			
A. Food (use for reimbursements and advance)			
B. Other (use for reimbursement, advance and budget)		\$ 0.00	\$ 0.00
B.. Supples (use for reimbursement and advance)			
D. Budget/ Supplies			
E. Budget/ Travel, All Conference Expenses			
F. Events/All Expenses			

12. At this point you will now have your budget requests entered. Your next step is to Upload your documents. You can do so by clicking on the "Upload" here. This is where you will bring in your "S & A Funding Request Documentation" that you completed at the beginning of the process.

Upload Documents

If you need to upload scanned or electronic documents, you can do so here. Max file size is 10 MB.

There are no uploads for this request.

Upload

13. Once you have uploaded your documents you are ready to "SUBMIT" your Budget Request.