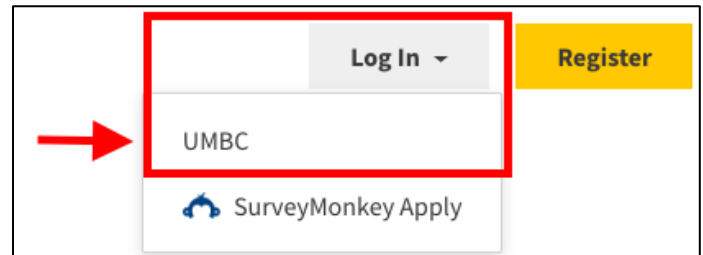


Using the UMBC SGA Finance Board Online Application

Accessing the Site

To access the SGA Finance Board funding request applications, go to <https://umbc.smapply.io/res/p/home/>

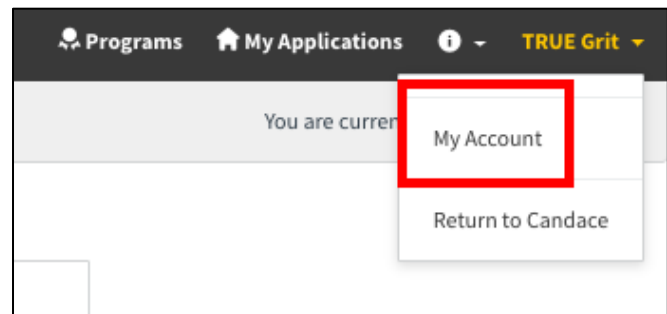
Once here, you want to go to the upper right hand corner and click on “Log In” and then UMBC. This will allow you to use your UMBC credentials to access the site.



Once you have logged in, you will be brought your main landing page. On this page you will be able to review any previous applications you have submitted, submit additional applications, and update your profile.

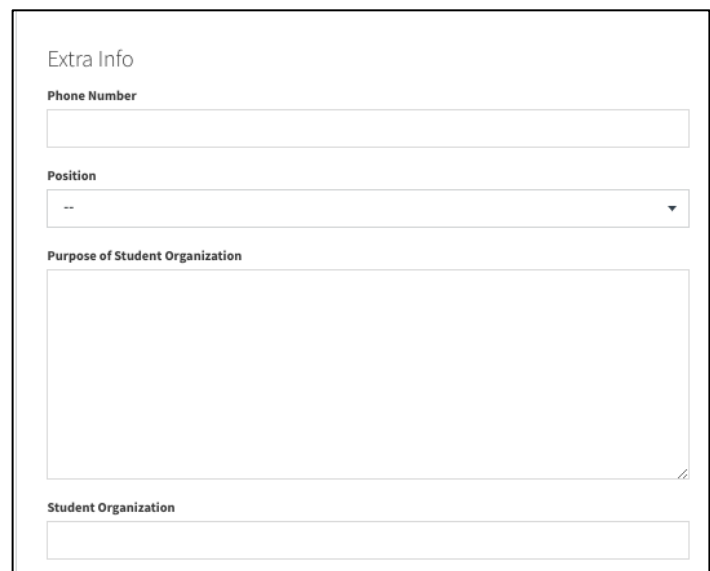
USER TASK: UPDATE YOUR USER PROFILE.

To help expedite your applications, complete your user profile. On the top right hand corner of the main landing page, click on your name and then click on “My Account”.



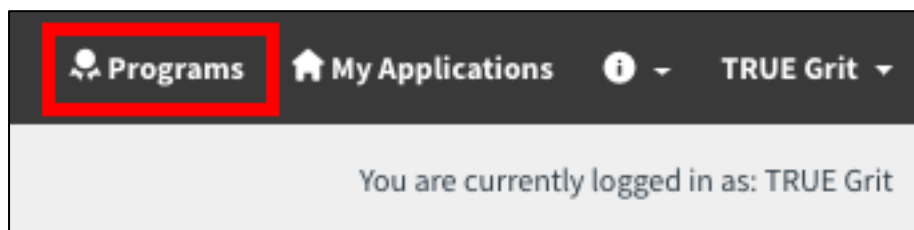
On the “My Account” page, complete the following fields and click “Save”:

- Phone Number
- Position
- Purpose of Organization
- Student Organization



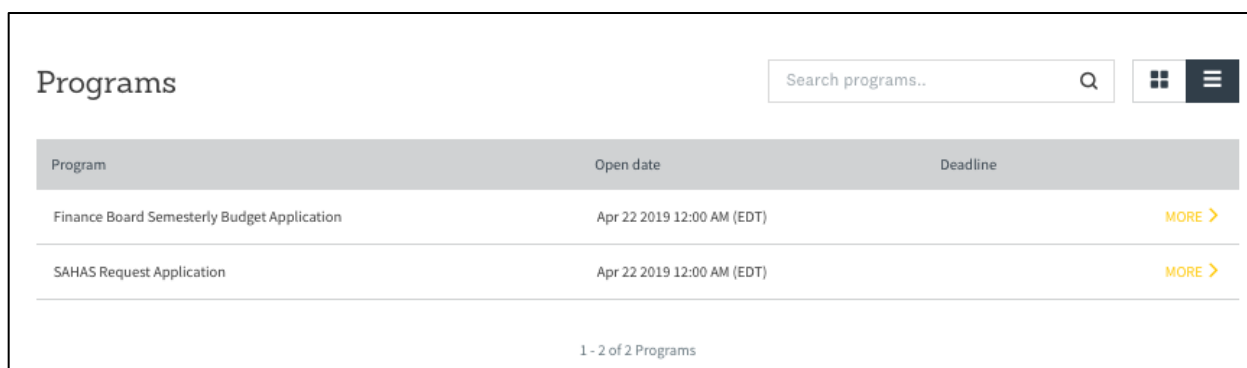
Accessing Applications

To access available Finance Board applications, click on “Programs” on the top right hand corner of the page.



The two applications that may be available are the following:

- Finance Board Semesterly Budget Application
- SAHAS Request Application

A screenshot of a web page titled 'Programs'. At the top right, there is a search bar with the placeholder text 'Search programs..' and a magnifying glass icon. To the right of the search bar are two icons: a grid icon and a hamburger menu icon. Below the search bar is a table with three columns: 'Program', 'Open date', and 'Deadline'. The table contains two rows of data. The first row is for 'Finance Board Semesterly Budget Application' with an open date of 'Apr 22 2019 12:00 AM (EDT)' and a 'MORE >' link. The second row is for 'SAHAS Request Application' with an open date of 'Apr 22 2019 12:00 AM (EDT)' and a 'MORE >' link. At the bottom of the table, it says '1 - 2 of 2 Programs'.

IMPORTANT NOTE: If you have not attended a Finance Board Treasurer Training, you will not be able to access any applications. Your profile will be updated within 72 hours of your attendance. If you are still not able to access an application after this time, please email financeboard@umbc.edu for assistance.

These two applications are both for requesting student organization funding, but vary in regard to their timing and purpose.

- **Most requests made by student organizations should be made using the Semesterly Budget Application.** This application is for student organizations to submit requests for each semester for the events that they wish to hold. Student organizations will submit next semesters budget, one semester before their organization plans on using the funds. Deadlines for these applications will be publicized by the SGA Finance Board.

- **The Secondary Ad-hoc Allocation System (SAHAS) Request Application may be used for the following reasons:**
 - If the student organization is new and therefore did not submit a budget the previous semester;
 - If a student organization's participation in an event is contingent upon qualifying at a previous event;
 - If an event is canceled and needs to be rescheduled due to a natural disaster and/or campus closure;
 - If the student organization is requesting funds for t-shirts or other merchandise; or
 - Additional criteria may be added by the Finance Board by the amending of this document by way of two-thirds vote
- Student organizations seeking to utilize the SAHAS Request Application for an event must submit this application to be reviewed by the Chair of the Finance Board or the organization's assigned Finance Board Liaison to be brought before the Finance Board.
 - If the total request for an event or purchase is for less than \$1,000, the form must be submitted at least 30 days in advance.
 - If the total request is for \$1,000 to \$3,000, it must be submitted at least 45 days in advance.
 - If the total request is for more than \$3,000, it must be submitted 60 days in advance.
- Student organizations seeking to utilize the SAHAS for merchandise are subject to additional restrictions as outlined below.
 - All merchandise must display "UMBC" and the organization name.
 - Organizations may only make one request for merchandise per academic year.
 - This request must be submitted within seven weeks from the first day of the semester.
 - The request may not exceed \$300, and the cost for each individual item may not exceed \$10.
- Merchandise from this fund may not be sold. Merchandise requests which exceed \$10 per item or total over \$300 may be subsidized through the organization's carryover account.

Completing your Application

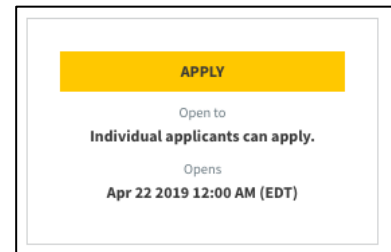
Once your organization has decided which application is needed, you can click on “More” next to the application.

Program	Open date	Deadline
Finance Board Semesterly Budget Application	Apr 22 2019 12:00 AM (EDT)	MORE >
SAHAS Request Application	Apr 22 2019 12:00 AM (EDT)	MORE >

1 - 2 of 2 Programs

The next page will be the application’s main page. In order to start your application, click on the “Apply” button on the right hand side of the page.

Once you start your application you will be able to see the required and optional steps of your application in the “Your Tasks” section.



Completing Your Application

The main part of your application will be the first task. This is where you submit all information about your application. You can access this by clicking on the arrow next to the first task.

Required task incomplete

Last edited: Aug 28 2019 12:07 AM (EDT)

[REVIEW & SUBMIT](#)

Finance Board Semesterly Budget ... [Preview](#) ...

FBRR-0000000026

[APPLICATION](#) [ACTIVITY](#)

Your tasks

- Finance Board Budget Request Application >
- Upload Supporting Documents (optional) >
- Collaborator Sign Off (optional) >
Collaborator only task

For the Finance Board Semesterly Budget Application, you will have the option to submit a request for an On Campus Event or an Off Campus Event.

For the SAHAS Request Application you will have the option to submit a request for an On Campus Event, Off Campus Event, or Merchandise and Marketing Fund Request.

****All applications can be saved and returned to complete later by clicking on the “Save & Continue Editing” button. ****

To move through the application, complete all fields on each page and then click “Next”.

The application will ask for information about your event, including date/time, estimated costs, estimated attendance, and supporting documentation. Make sure to provide as much detail as you can in your application to ensure that the Finance Board has all the needed information to make an informed decision. **When in doubt, provide more information.**

Finance Board Budget Request Application

Finance Board Budget Request Application Form ^{Draft saved}

0%

Is the nature of your budget request for an on-campus event/expenditure or an off-campus event/expenditure?

On-campus event/expenditure

Off-campus event/expenditure

Organization Details

Name of Student Organization:

President Name:

President Phone Number:

President Email:

Treasurer Name:

Treasurer Phone Number:

Treasurer Email:

SAVE & CONTINUE EDITING NEXT

A note about Off Campus Event Request

Off Campus Events will require an organization’s advisor to complete the “Request Advisor Approval” form. This form will only become available when you indicate that your request is for an Off Campus Event/Expenditure. In order to submit a request for an Off Campus Event, your advisor must complete this form. To send them an email, click on the arrow next to “Request Advisor Approval”.

Your tasks

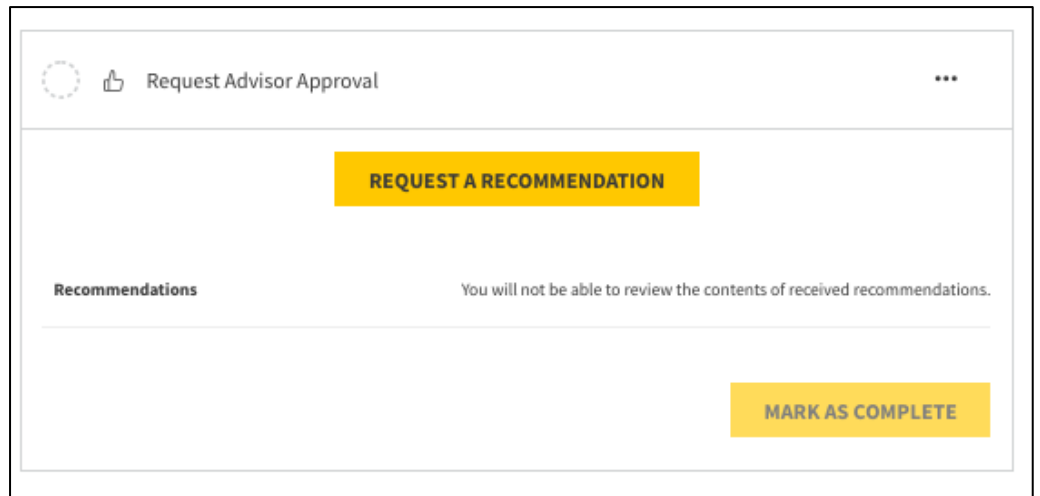
Finance Board Budget Request Application
Last edited: Aug 28 2019 12:34 AM (EDT)

Upload Supporting Documents (optional)

Request Advisor Approval

Collaborator Sign Off (optional)
Collaborator only task

You will now need to submit your advisor's UMBC contact information so that they can be sent a link to complete the Advisor Approval form. You will need to click on "Request A Recommendation".

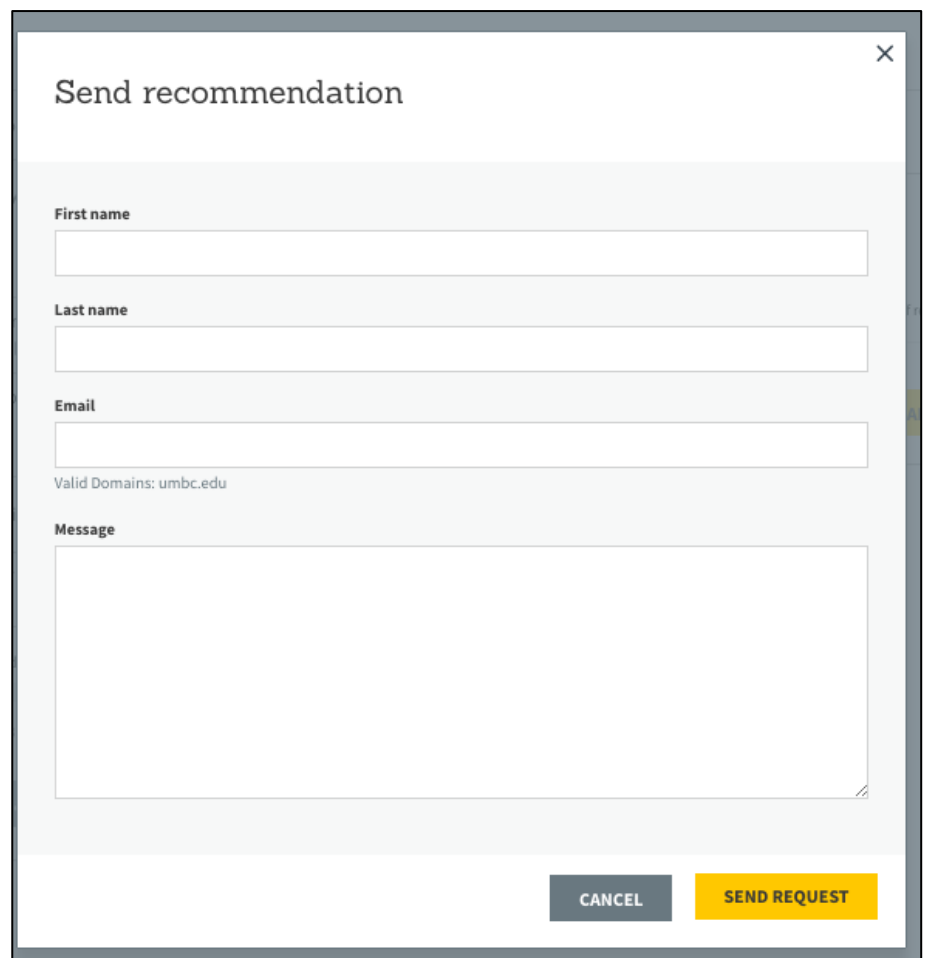


The screenshot shows a web interface titled "Request Advisor Approval". At the top left is a circular loading icon and a thumbs-up icon. A yellow button labeled "REQUEST A RECOMMENDATION" is centered in the upper section. Below this, the word "Recommendations" is on the left, and the text "You will not be able to review the contents of received recommendations." is on the right. At the bottom right, there is another yellow button labeled "MARK AS COMPLETE".

A pop up window will appear where you will need to submit your advisor's information and where you will also be able to submit a message to your advisor about your Off Campus Request.

****If you are requesting funds for an Off Campus Event, you will not be able to complete and submit your application without your advisor completing this form.****

Once your advisor has completed this part of your application, you will be able to submit your request. Please make sure to give your advisor ample time to complete this. Once they have completed their part, you MUST go into surveymonkey and click SUBMIT to complete your request.



The screenshot shows a "Send recommendation" pop-up window with a close button (X) in the top right corner. It contains the following fields: "First name" (text input), "Last name" (text input), "Email" (text input), and "Message" (text area). Below the email field, it says "Valid Domains: umbc.edu". At the bottom, there are two buttons: "CANCEL" (grey) and "SEND REQUEST" (yellow).

Adding a Collaborator

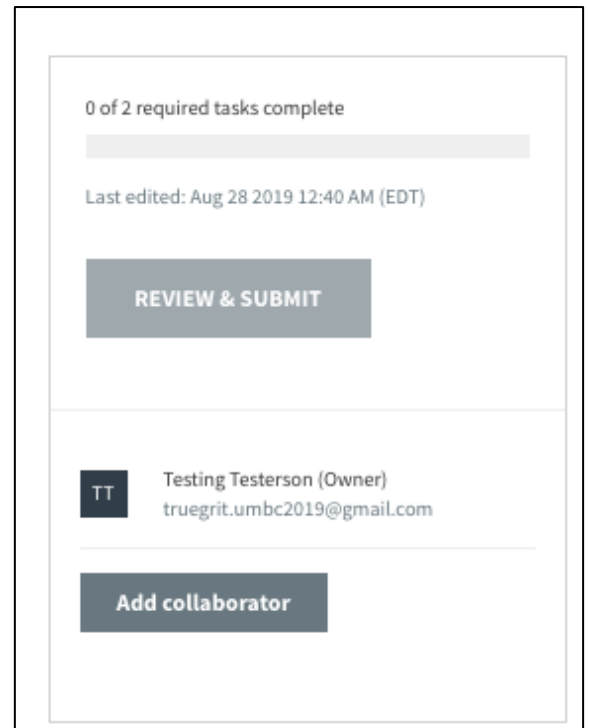
If you are partnering with another organization, only one request to Finance Board needs to be submitted. ***Please add any co-sponsoring student organizations as collaborators to your application.***

The Finance Board views collaborating with other student organizations and community partners as a benefit and priority defining criteria.

Adding them will allow them to sign off on your request as a partnering organization. You may add student organizations and departmental contacts as collaborators.

Outside partners cannot be added as collaborators in this section. You can still indicate if you have an outside partner in the main application, they just won't be able to "sign off". This will not impact your application.

You can add collaborators by clicking on "Back to Application" in the upper left hand side of the application page and then clicking "Add Collaborator" on the right hand side of the page.



0 of 2 required tasks complete

Last edited: Aug 28 2019 12:40 AM (EDT)

REVIEW & SUBMIT

TT Testing Testerson (Owner)
truegrit.umbc2019@gmail.com

Add collaborator

Submitting Your Application

Once you have completed all the required tasks of your application, you will be able to submit your application.

The screenshot shows the application submission interface. On the left, a box indicates 'Required task complete' with a yellow progress bar and a 'REVIEW & SUBMIT' button. Below this is the user profile for Candace Martinez-Doane (Owner) with an 'Add collaborator' button. On the right, the application details for 'Finance Board Semesterly Budget ...' (ID: FBRR-0000000016) are shown. A 'Your tasks' list includes: 'Finance Board Budget Request Application' (completed Jul 31 2019 01:53 PM), 'Upload Supporting Documents (optional)' (completed Aug 28 2019 01:24 AM), and 'Collaborator Sign Off (optional)' (collaborator only task). The first two tasks are marked with green checkmarks.

Prior to submitting your application, you will have the opportunity to review your application. **You must click on “Submit Your Application” at the bottom of the page for your application to be finalized.**

Contracts	0
Decorations	0
Diningware	0
Food & Drink	0

Events Supplies Subtotal: \$0.0

Event Materials (may include rentals, supplies, or other items that do not fit into the previous categories)

Spring 2020 Requested

Rentals	0
Supplies	0
Other Items	0

SUBMIT YOUR APPLICATION