

## **Application Procedures**

Only currently registered treasurers are authorized to submit funding budget requests to SORF on behalf of their organization. The following is necessary prior to submitting a funding budget request to SORF:

- Organization need to be in active status with the Registered Organizations Office. This includes have a complete and clean roster with one President, one Treasurer, and three authorized agents (listed as #1, #2, #3), with no duplicates in these positions.
- Organization is required to have an established RSO Account with a zero/positive balance.
- Funding requests must be submitted by the announced application deadlines. Late requests will not be accepted, no exceptions.

Failure to have a complete/clean roster, be in active status, and have a positive/zero balance in the RSO Account will result in automatic denial of the SORF Application.

Ultimately, it is the treasurer's responsibility to comply with all policies, procedures, and processes of the University, SORF, and the Registered Organizations Office.

## **How To Apply**

SORF requests must be submitted through CollegiateLink's Budgeting System

(<https://illinois.campuslabs.com/budgeting>). The treasurer can submit a funding request by following the steps outlined below:

- Log into CollegiateLink's Budgeting System (<https://illinois.campuslabs.com/budgeting>) using Net ID & AD password. This is a new application system. If you submit an application to the old system it will not be accepted.
- Once logged in, you will be brought to the home page of the budgeting system. You will see the "My Budget Requests" box.
- Select the "My Budget Requests" box.
- When the page comes up select "+Create Request" – If you have created requests before you will see them below and information regarding those requests.
- Select the process/budget to start your request. Depending on when your event/activity takes place select the appropriate funding period.
- Now, you will need to select your RSO from the drop down list, if you are the treasurer of more than one RSO please be careful to only select the RSO for which you are applying for funding. Complete the Request Title and Description of Request. Your Request Title should include the title of the event/activity. The description should include the dates of your event/activity or purchase date for equipment and a short description of the request.
- Select "Next" and complete all the pages of required questions (Contact and RSO information and Understanding SORF). You must answer all these questions to move forward in the application.
- Next you will come to the "Budget" form. There are six categories that can support your RSO. Select and complete your request by flowing the directions for each category. Please remember that only one event/activity is permitted per request!
- Submit application. If you submit an application out of period it will be automatically denied.