

REQUESTING A.S. FUNDS

STEP BY STEP PROCESS



#1: PLAN AHEAD



- Ensure that you look at all timelines, including proposal submissions, approval process, and amount of days it takes for checks to be issued.
- Check out the [A.S. Paperwork Manual](#)

2: APPLY FOR FUNDING



- For Events (with or without funding) - fill out the [Event Proposal](#)
- For purchases - fill out [Purchase Proposal](#)

3: ATTEND APPROPRIATE MEETINGS



- [Activities Meetings - Tuesdays 1PM](#)
 - All event proposals (with or without funding request)
- [Finance Meetings - Wednesdays 11AM](#)
 - All proposals that request funding
- [A.S. Board of Directors Meetings - Mondays 3PM](#)
 - All proposals that request funding (especially proposals over \$1,000)

#4: SUBMIT CHECK REQUEST FORM



- Once approved by the A.S. Board of Directors, complete the [AS Check Request form](#).
- Be sure to include all receipts and paperwork.
- There is NO retroactive funding.

Questions? Email us at osl@smc.edu