

HOW TO SUBMIT A REGISTERED STUDENT ORGANIZATION (RSO) FUNDING REQUEST

CSUN Ways & Means Committee

AM I ELIGIBLE TO SUBMIT ON MY ORG'S BEHALF?

- In order to submit a funding request through the [Involvement Center](#), you must be listed as an officer on your organization's roster
- If you are an officer but are not noted on the roster, please have someone else who is on your officer list update your position in the [Involvement Center](#)
 - Not sure how to do this? [Click here](#)
- Running into challenges? Feel free to reach out to the Involvement staff by email at involvement@unlv.edu

PRE-SUBMISSION CHECKLIST

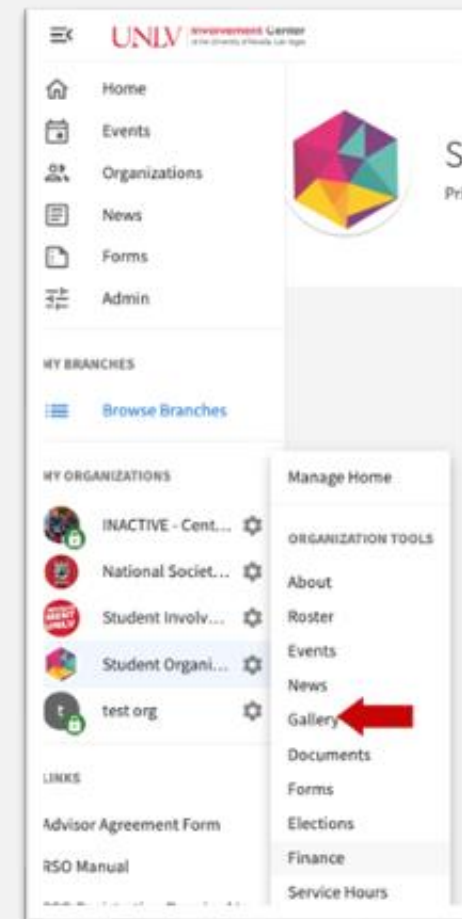
- Review the funding guidelines that are outlined in the [Ways & Means Operating Policy](#)
- Complete a line-itemed budget utilizing the [budget spreadsheet template](#)
- Provide quotes for all items you are requesting in your budget
 - Quotes can consist of screenshots from vendor websites, previous invoices, vendor emails, etc.
 - Must be consolidated into one PDF document for uploading in your application
- A copy of your Student Union & Event Services (SUES) reservation summary, if applicable

NAVIGATE TO YOUR ORGANIZATION'S PAGE

- Visit involvementcenter.unlv.edu
- Click the blue SIGN IN button in the top right corner
- Login using your ACE credentials
- Scroll down to the “Memberships” section and click on your organization
- Click the MANAGE ORGANIZATION button in the top right corner
 - Don't see the MANAGE ORGANIZATION button? That means you are not assigned an officer position in your organization. [Click here](#) for a refresher on how to do this

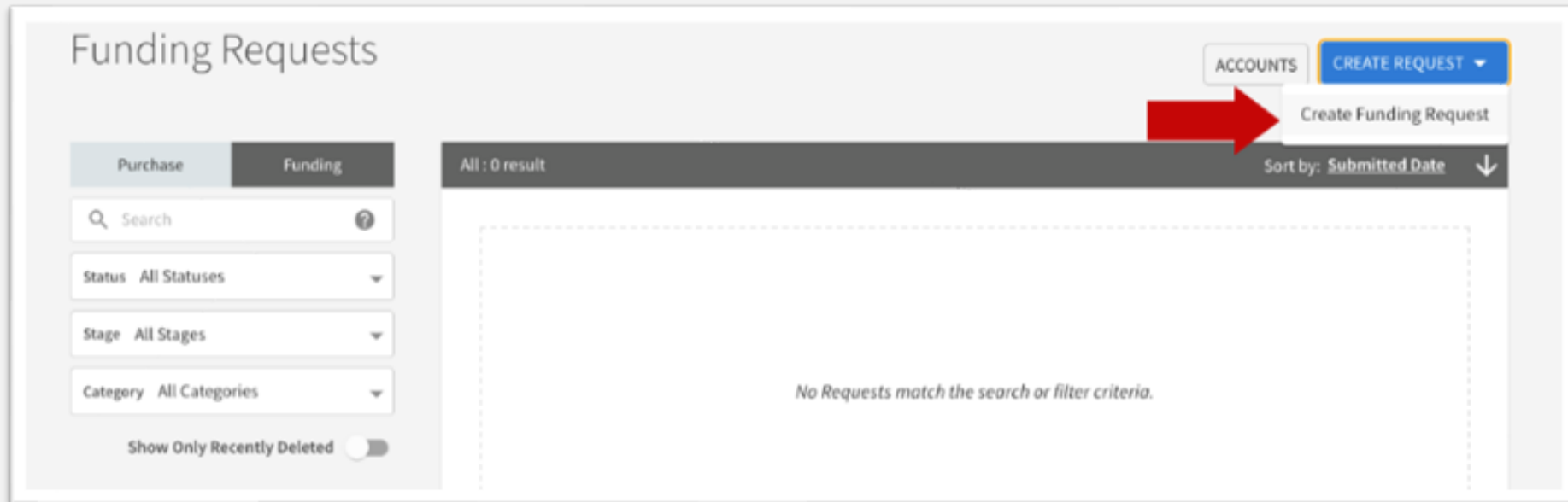
OPEN THE FINANCE PORTAL

- Click the hamburger menu (three vertical lines) in the top left corner
- Click the gear icon next to your organization's name
- Choose Finance from the drop-down menu



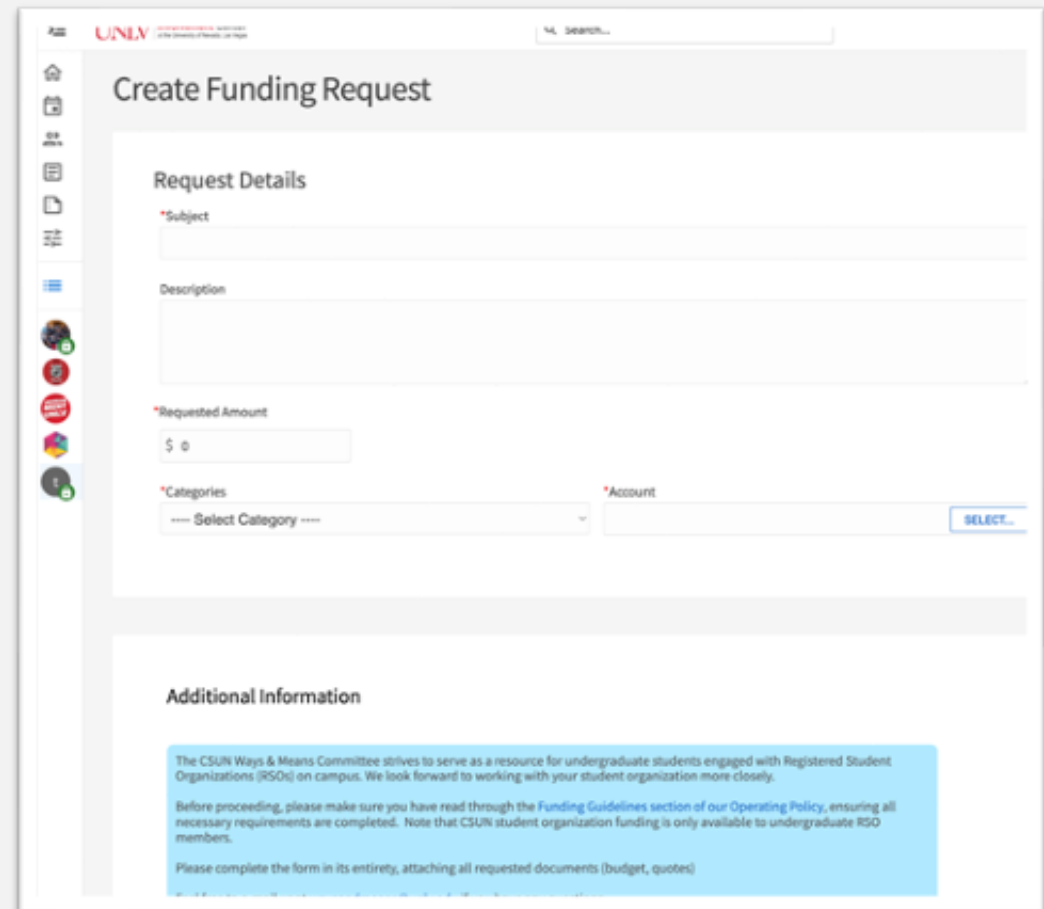
CREATE A FUNDING REQUEST

- Click the blue CREATE REQUEST button in the top right corner
- Choose "Create Funding Request"



SUBMITTING YOUR FUNDING REQUEST

- Input the appropriate information in the Request Details section
- Answer all of the additional questions, including uploading your budget and quotes
- When complete, click the blue SUBMIT REQUEST button at the bottom of the page



The screenshot shows a web interface for creating a funding request. At the top, there is a search bar and the UNLV logo. The main heading is "Create Funding Request". Below this is a "Request Details" section with the following fields:

- *Subject**: A text input field.
- Description**: A larger text area for a detailed description.
- *Requested Amount**: A text input field with a dollar sign and a zero, indicating a monetary value.
- *Categories**: A dropdown menu with the text "Select Category".
- *Account**: A text input field with a "SELECT..." button to its right.

Below the "Request Details" section is an "Additional Information" section. It contains a blue box with the following text:

The CSUN Ways & Means Committee strives to serve as a resource for undergraduate students engaged with Registered Student Organizations (RSOs) on campus. We look forward to working with your student organization more closely.

Before proceeding, please make sure you have read through the [Funding Guidelines](#) section of our [Operating Policy](#), ensuring all necessary requirements are completed. Note that CSUN student organization funding is only available to undergraduate RSO members.

Please complete the form in its entirety, attaching all requested documents (budget, quotes)

AFTER SUBMITTING YOUR REQUEST

- Once your request is submitted, you will receive an email to your RebelMail account confirming that your request was received
- Your application will be reviewed by the Ways & Means committee chair, who will reach out to you if any additional information is needed
- Once all application materials are confirmed, the chair will email you with details of your next steps (including a scheduled date to present to the committee)

STILL HAVE QUESTIONS?

Reach out to us at
waysandmeans@unlv.edu

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STUDENT GOVERNMENT