



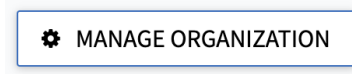
STUDENT GOVERNMENT ASSOCIATION  
SAINT LOUIS UNIVERSITY


## How To Apply for Spot Funding:

*\*Please note that spot funding requests should be submitted at least 2 weeks before your organization needs to utilize the funding\**

1. Go to your organization's SLUGroups' Page
2. Make sure you are listed as a President or Treasurer for your organization!
  - a. You must be listed in order to access your finance page.

3. Once on your organization's page, click "Manage Organization" →



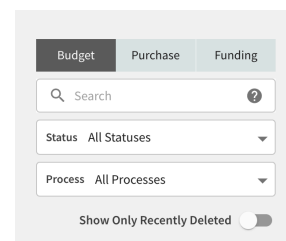
4. From here, click "Finance" →  Finance

5. This will take you to your finance page. Make sure you click "Budget". →

6. Next, go to the blue "Create Request" button. →



7. From this drop down menu, select "Create Budget Request"



8. Then, click the blue hyperlink that says "Spot Funding Request" →

[Spot Funding Request](#)

9. From here, you can enter your information and complete your spot funding request.

## The Spot Funding Process:

1. The Chartered Student Organization will submit their spot funding request.
2. The VP of Finance (Emma Lercher) will reach out and set up a time for the CSO to present their request to the finance committee.
3. The CSO will come present to the finance committee.
4. The finance committee will either pass or fail the spot funding request.

5. The VP of Finance will reach out to the CSO on the status of their spot funding request.
6. If passed, the finance committee will apply the FY24 Funding Directives to the spot funding request.
7. Once passed through the finance committee, the VP of Finance will submit the request in the form of a bill to the Constitutional Policy and Review Board.
8. The VP of Communications and Internal Affairs will then reach to the CSO regarding a time for the CSO to present their request to Senate.
9. The CSO's spot funding request will then be passed or failed by the Senate.
10. The VP of Finance will update the CSO as to the status of their bill after their senate presentation.