Submitting a Co-Sponsorship Request

The following steps outline how to submit a co-sponsorship request to the Student Association Finance Committee.

1. Navigate to your organization, click the hamburger menu button next to the organization name.
2. Click Finance from the Organization Tools menu.
3. Click the blue button Create New Request, then click Create Budget Request.
4. Click SA Co-Sponsorship Budget

5. Complete the Request tab of form, then click Next
6. Complete the Basic Program Information page, then click Next

Request: Student Association Co-Sponsorship Request

**Budget: SA Co-Sponsorship Budget**

**Request: ADDITIONAL INFORMATION**

**Spring Gala**

**Basic Program Information**

**SA Co-Sponsorship Form**
Thank you for your interest in gaining a co-sponsorship with the Student Association Co-Sponsorship. Co-Sponsorship offers student organizations opportunities for funding outside of their yearly budget allocation from the Student Association (SA). Co-Sponsorship requests typically follow SA programs, events, and opportunities that were previously unknown or in a Spring Budget allocation.

Requests submitted here will be evaluated by the Student Association Finance Committee. For further review of the request, it will be evaluated, please see section 3(b). If the SA Financial Policy Manual. It is your responsibility to complete this request in its entirety. Incomplete requests will not be considered.

Please contact orgfinance@gwu.edu with any questions, comments, or concerns you may have regarding the SA Co-Sponsorship request process.

* Title of the proposed program:

* Date of the proposed program:

7. Complete the Attendance Information page, then click Next

Request: Student Association Co-Sponsorship Request

**Budget: SA Co-Sponsorship Budget**

**Request: ADDITIONAL INFORMATION**

**Spring Gala**

**Attendance Information**

* Is this event open to the entire GW community?
  - Yes
  - No

* Who is the event limited to?

* Expected number of attendees:

* Have you held this event in the past?
  - Yes
  - No

* If yes, what was the attendance previously?
8. Complete the Financial Contributions and Event Info page, then click Next

9. Select Budget Section Name to create the actual budget
a. Change the Budget Section Name to match what that section might be for. Ex. Food or Venue
b. Click Add Item to add the line items to each section
c. To add another budget section, click ‘+Another “Budget Section Name” Section’
d. Refresh page after adding section for it to appear in the budget form

10. After you have completed the Budget tab, click Submit. Following your submission, the SA Finance Committee will review and provide you with an approved allocation. You will receive notification of this via email.

For questions about the SA Co-Sponsorship Process, please contact gwsafinance@gmail.com