

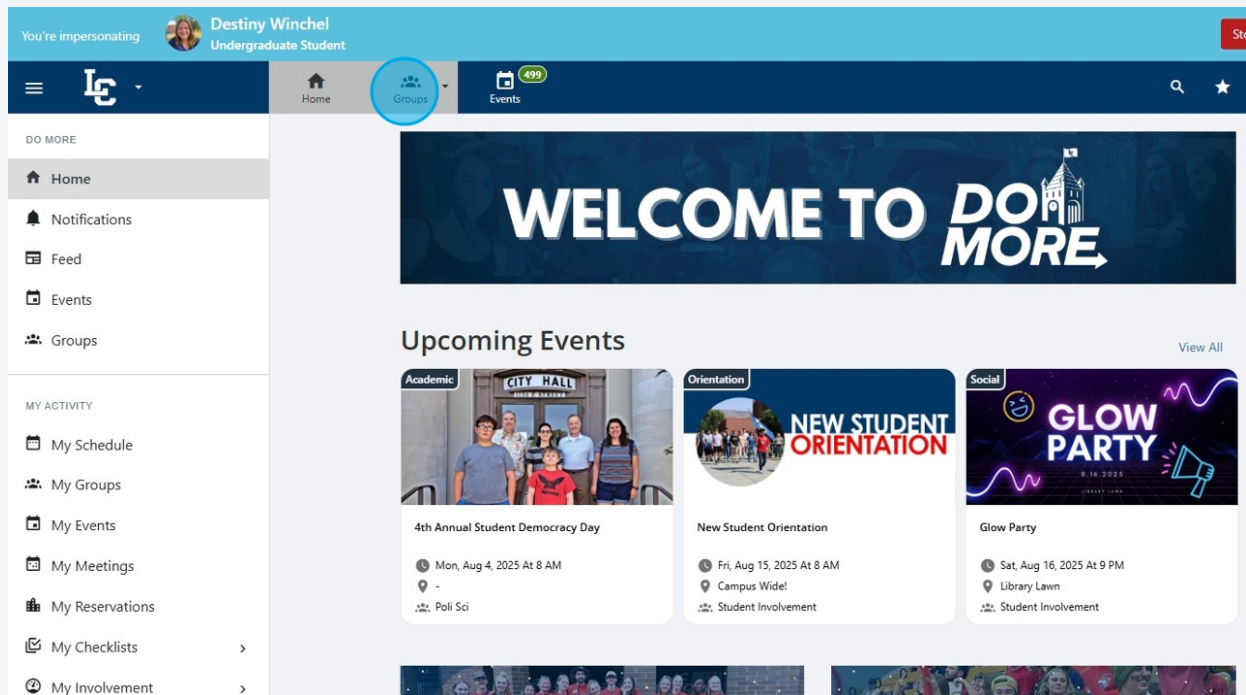
Submit A Club Sports Grant Funds Activity Report

1

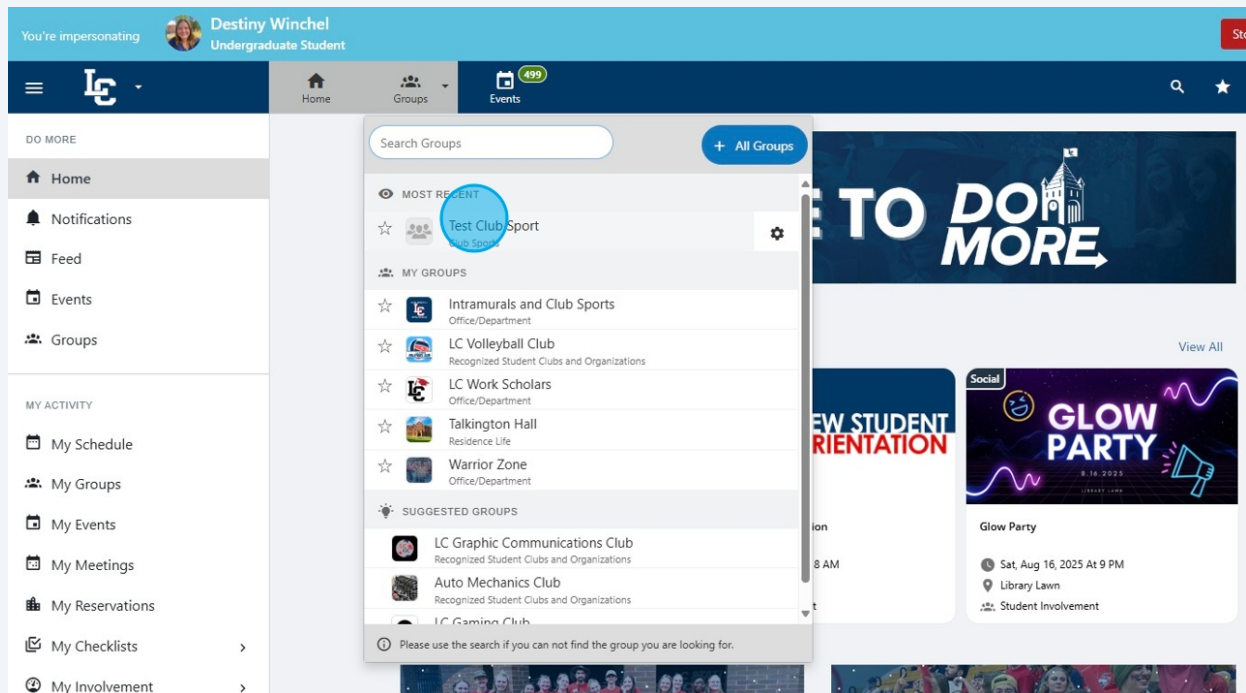
Navigate to https://domore.lcsc.edu/web_app?id=24040&menu_id=56483&if=0&

The screenshot displays the Domore website interface. On the left is a vertical navigation menu with the following items: Home, Groups, Events, ne, ifications, d, nts, ups, CITY, Schedule, Groups, Events, Meetings, Reservations, Checklists, Involvement, Surveys/Forms, and Webflow. The main content area features a large blue banner at the top that reads "WELCOME TO DOMORE" with a building icon. Below this is a section titled "Upcoming Events" with a "View All" link. It contains three event cards: 1. "4th Annual Student Democracy Day" (Academic category) with a photo of a group in front of City Hall, scheduled for Mon, Aug 4, 2025 at 8 AM, and associated with Poli Sci. 2. "New Student Orientation" (Orientation category) with a photo of students, scheduled for Fri, Aug 15, 2025 at 8 AM, Campus Wide!, and associated with Student Involvement. 3. "Glow Party" (Social category) with a photo of a party, scheduled for Sat, Aug 16, 2025 at 9 PM, at the Library Lawn, and associated with Student Involvement. At the bottom of the main area are two horizontal banners: "JOIN A CLUB/ORG" and "CONNECT WITH THE COMMUNITY".

2 Click "Groups"



3 Navigate towards your club sport's main page



4

Select "Budget" from the dashboard. If the icon does not appear, you may have to scroll down to find it.

The screenshot shows the 'Test Club Sport' dashboard. On the left is a sidebar with a 'GROUP SECTION' menu containing: Dashboard (selected), Activity, Settings, Officers (with a red badge '2'), Group Page, and Reports. Below this are links for Members, Emails, Events, Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled 'Test Club Sport' and includes a 'Join Link & QR Code' and 'Join Flyer' button. The 'Recently' section features three cards: 'Budget' (with a blue icon and a 'View' button), 'Accounting Book', and 'Money'. The 'More' section below has three cards: 'Members' (3 Current), 'Emails' (0 Sent), and 'Events' (0 Created). On the right, there's a 'Recent Feed Posts' section with a message 'Keep your members updated! Post now!' and an 'Activity' section showing login events for 'Destiny Winchel' and 'Clairelise Neelon' on July 6 and July 2.

5

Find the request submitted for grant funding and select "Request Payment"

The screenshot shows the 'Totals' section with the following data:

Totals					
\$750.00	\$750.00	\$250.00	-\$200.00	\$0.00	
Funds Needed	Requested	Approved	Payment Requests	Payments Approved	

Below this is the 'Test Club Sport' section showing a request for 'Test Club Activity' submitted by 'Destiny Winchel' on Jul 10, 2025. The request details include the location 'AUX Gym' and the dates 'Jul 10, 2025 - Jul 11, 2025'. The form is titled 'Club Sports Fundraiser Match/Grant Application Request'. The 'BUDGET ITEMS' table shows a total of \$250.00 requested. The 'APPROVAL' section shows the request is approved. The 'PAYMENTS' section shows a total of \$0.00 requested. A blue circle highlights the 'Request Payment' button in the 'PAYMENTS' section.

6 Select the "After Action Report" option.

The screenshot shows the 'Payment/Budget Request' form. At the top, a blue box contains instructions: 'The Club Sports Grant Funds Activity Report is due within the same fiscal year as your awarded activity. Activity reports must contain: a detailed report of activity, detailed budget outline (list of all expenses and total costs), and copies of all expense receipts (requisitions, IDG's, travel vouchers (including hotel and flight receipts), etc).' Below this, a light blue box labeled 'Other' shows budget details: 'Budgeted: \$250 > Requested: \$250 > Allocated: \$250' and 'Remaining: \$250.00'. The 'DETAILS' section has a '* Transaction Type' dropdown menu set to 'After Action Report', which is circled in blue. Below it is a '* Description' text field with a placeholder 'Ex: food, marketing materials, travel expenses, etc'. The 'AMOUNT' section has a 'Revenue/Expense' dropdown set to 'Expense' and a '* From Allocated' field with '\$ 250' and a note 'Numbers only'. The 'ADDITIONAL INFORMATION' section has a '* Receipts' label and an 'Upload' button. On the right, a sidebar shows a 'Total' of '\$0.00' and a table with columns 'Total', 'From', 'Remaining', and 'Balance'.

7 Enter a description of what the grant funds were used for

This screenshot shows the same 'Payment/Budget Request' form as before, but with the '* Description' text field highlighted by a blue circle. The left sidebar is now visible, showing a 'GROUP SECTION' menu with options like 'Dashboard', 'Members', 'Emails', 'Events', 'Surveys & Forms', 'Member Success', 'Website', 'Money', 'Accounting Book', 'Budgeting', 'Online Revenues', 'Stores', 'Download', 'Files', and 'More Tools'. The 'Money' option is selected. The rest of the form, including the 'Transaction Type' dropdown and the 'AMOUNT' section, remains the same as in the previous screenshot.

8

Be sure to upload all receipts, IDGs, vouchers, etc. from your activity. You may upload one here and more in a later section.

*** Transaction Type** After Action Report

*** Description** Food, supplies
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense Expense

*** From Allocated** \$ 250
Numbers only

ADDITIONAL INFORMATION

*** Receipts** Upload

Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

*** Additional Notes**

Close Next

9

Provide any additional notes here.

*** Transaction Type** After Action Report

*** Description** Food, supplies
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense Expense

*** From Allocated** \$ 250
Numbers only

ADDITIONAL INFORMATION

*** Receipts** Upload
Your paragraph text (12).png (Delete)

Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

*** Additional Notes**

Close Next

10 Click "Next"

*** Transaction Type** After Action Report

*** Description** Food, supplies
Ex: food, marketing materials, travel expenses, etc

AMOUNT

Revenue/Expense Expense

*** From Allocated** \$ 250
Numbers only

ADDITIONAL INFORMATION

*** Receipts** Upload
Your paragraph text (12).png (Delete)

Payee / Vendor
Who is being paid or who is making the deposit (ex: a vendor name, a student name, etc)

*** Additional Notes** Practice club sports grant activity

Close Next

11 Select your club sport from the dropdown list.

Club Sports Grant Funds Activity Report DRAFT

Save As PDF

Contact Information

The Club Sports Grant Funds Activity Report is due the same fiscal year as the awarded grant. Activity reports must contain: a detailed report of the activity, a detailed budget outline (list of all expenses and total costs), and copies of all expense receipts (requisitions, IDG's, travel vouchers (including hotel and flight receipts), etc).

Club Sport: Test Club Sport

Club Advisor/Coach: Start typing and wait for suggestions...

Club Sports Account Number:

Save Form as Draft Next »

12 Type and select your advisor's name in this entry box

0%

Club Sports Grant Funds Activity Report DRAFT

[Save As PDF](#)

Contact Information

The Club Sports Grant Funds Activity Report is due the same fiscal year as the awarded grant. Activity reports must contain: a detailed report of the activity, a detailed budget outline (list of all expenses and total costs), and copies of all expense receipts (requisitions, IDG's, travel vouchers (including hotel and flight receipts), etc).

Club Sport: Test Club Sport

Club Advisor/Coach: Start typing and wait for suggestions...

Club Sports Account Number:

[Save Form as Draft](#) [Next »](#)

Event Details
AUX Gym
Jul 10, 2025 - Jul 11, 2025
Form
Club Sports Fundraiser Match/Grant Application Request

13 Enter your club sports account number here

0%

Club Sports Grant Funds Activity Report DRAFT

[Save As PDF](#)

Contact Information

The Club Sports Grant Funds Activity Report is due the same fiscal year as the awarded grant. Activity reports must contain: a detailed report of the activity, a detailed budget outline (list of all expenses and total costs), and copies of all expense receipts (requisitions, IDG's, travel vouchers (including hotel and flight receipts), etc).

Club Sport: Test Club Sport

Club Advisor/Coach: Clairelise Neelon

Club Sports Account Number:

[Save Form as Draft](#) [Next »](#)

Event Details
AUX Gym
Jul 10, 2025 - Jul 11, 2025
Form
Club Sports Fundraiser Match/Grant Application Request

14 Click "Next »"

0%

Club Sports Grant Funds Activity Report **DRAFT**

Save As PDF

Contact Information

The Club Sports Grant Funds Activity Report is due the same fiscal year as the awarded grant. Activity reports must contain: a detailed report of the activity, a detailed budget outline (list of all expenses and total costs), and copies of all expense receipts (requisitions, IDG's, travel vouchers (including hotel and flight receipts), etc).

Club Sport: * Test Club Sport

Club Advisor/Coach: * Clairelise Neelon

Club Sports Account Number: * 50-50-123456

Save Form as Draft

Next »

Event Details

- AUX Gym
- Jul 10, 2025 - Jul 11, 2025

Form

- Club Sports Fundraiser Match/Grant Application Request

From	Approved	Remaining Balance
\$0.00	\$0.00	\$250.00

15 Fill out the activity report here. Outline the impact of the event or activity for your club team.

Budget & Payment Request Details

50%

Club Sports Grant Funds Activity Report **DRAFT**

Save As PDF

Activity Report: *

Outline the impact of the event or activity for your club sports team. Use the details you provided in your original grant request to determine whether your event/activity was successful. Please be as detailed as possible.

Total Expenses: *

List the overall total expenses used for the activity or event

Expense Detail: *

Breakdown how much was spent and on what, i.e. supplies, lodging, registration. Please be as specific as possible.

Please upload all remaining receipts expenses here.

Upload file

Requisitions, IDG's, travel vouchers, etc.

From	Approved	Remaining Balance
\$0.00	\$0.00	\$0

16 List the overall expense total for the activity or event here

The screenshot shows a web application interface for a 'Club Sports Grant Funds Activity Report'. The form is titled 'Club Sports Grant Funds Activity Report' with a 'DRAFT' status and a 'Save As PDF' button. A progress bar at the top indicates 50% completion. The form contains several sections: 'Activity Report' with a text area containing 'Successful practice club sport activity. Played games'; 'Total Expenses' with a text input field highlighted by a blue circle; and 'Expense Detail' with a larger text area. Below these fields are instructions and an 'Upload file' button. At the bottom, there are three buttons: '< Back', 'Save Form as Draft', and 'Submit Form for Approval'. The left sidebar shows a navigation menu with options like Dashboard, Members, Emails, Events, Surveys & Forms, Member Success, Website, Money, Accounting Book, Budgeting, Online Revenues, Stores, Download, Files, and More Tools. The right sidebar shows a table with columns for 'Total', 'From', and 'Remaining', and a row for 'Payments App' with a value of '\$0.00'.

50%

Club Sports Grant Funds Activity Report DRAFT

Save As PDF

Activity Report * Successful practice club sport activity. Played games

Outline the impact of the event or activity for your club sports team. Use the details you provided in your original grant request to determine whether your event/activity was successful. Please be as detailed as possible.

Total Expenses: *

List the overall total expenses used for the activity or event

Expense Detail: *

Breakdown how much was spent and on what, i.e. supplies, lodging, registration. Please be as specific as possible.

Upload file

Please upload all remaining receipts expenses here.

Requisitions, IDGs, travel vouchers, etc.

< Back Save Form as Draft Submit Form for Approval

17 Breakdown the list of expenses here

This screenshot is identical to the one above, showing the same 'Club Sports Grant Funds Activity Report' form. However, the blue circle now highlights the 'Expense Detail' text area instead of the 'Total Expenses' input field. The 'Total Expenses' input field now contains the value '250'.

50%

Club Sports Grant Funds Activity Report DRAFT

Save As PDF

Activity Report * Successful practice club sport activity. Played games

Outline the impact of the event or activity for your club sports team. Use the details you provided in your original grant request to determine whether your event/activity was successful. Please be as detailed as possible.

Total Expenses: * 250

List the overall total expenses used for the activity or event

Expense Detail: *

Breakdown how much was spent and on what, i.e. supplies, lodging, registration. Please be as specific as possible.

Upload file

Please upload all remaining receipts expenses here.

Requisitions, IDGs, travel vouchers, etc.

< Back Save Form as Draft Submit Form for Approval

18

If you have more receipts to upload, you may upload the remainder here. All receipts, IDGs, travel vouchers, etc., must be uploaded for reimbursement consideration.

The screenshot shows a web application interface for 'Club Sports Grant Funds Activity Report'. The form is in 'DRAFT' status. It includes a progress bar at the top showing 50% completion. The form fields are as follows:

- Activity Report ***: Text area containing 'Successful practice club sport activity. Played games'.
- Total Expenses: ***: Text input field containing '250'.
- Expense Detail: ***: Text area containing 'Food - 100', 'Supplies - 50', and 'Equipment - 100'.

Below the 'Expense Detail' field, there is a section titled 'Please upload all remaining receipts expenses here.' with an 'Upload file' button. A blue circle highlights this button. At the bottom of the form, there are three buttons: '< Back', 'Save Form as Draft', and 'Submit Form for Approval'.

19

Once completed, click "Submit Form for Approval." Once activity report is completed and all receipts are uploaded, reimbursement will be made into club account.

This screenshot shows the same 'Club Sports Grant Funds Activity Report' form as in the previous image. The form is still in 'DRAFT' status. The 'Expense Detail' field contains the same text: 'Food - 100', 'Supplies - 50', and 'Equipment - 100'. The 'Upload file' button is still present. A blue circle highlights the 'Submit Form for Approval' button at the bottom right of the form. The background shows a sidebar with navigation links and a table with columns 'Total', 'From', and 'Remaining Balance'.