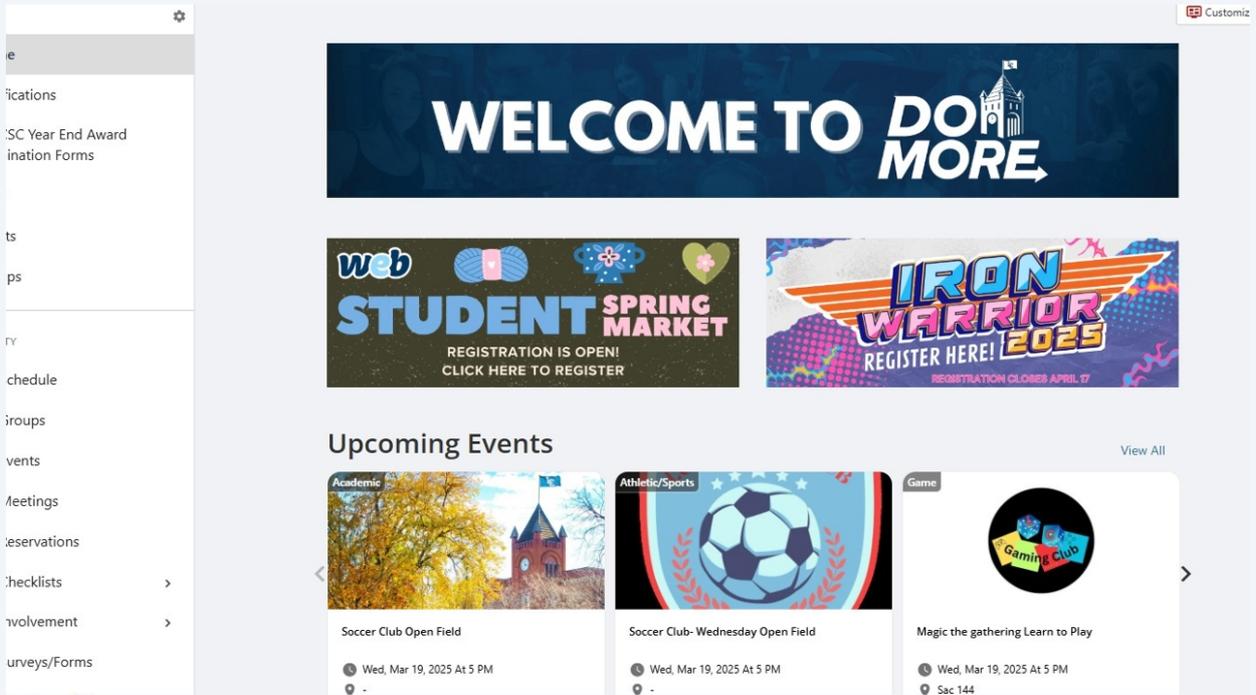
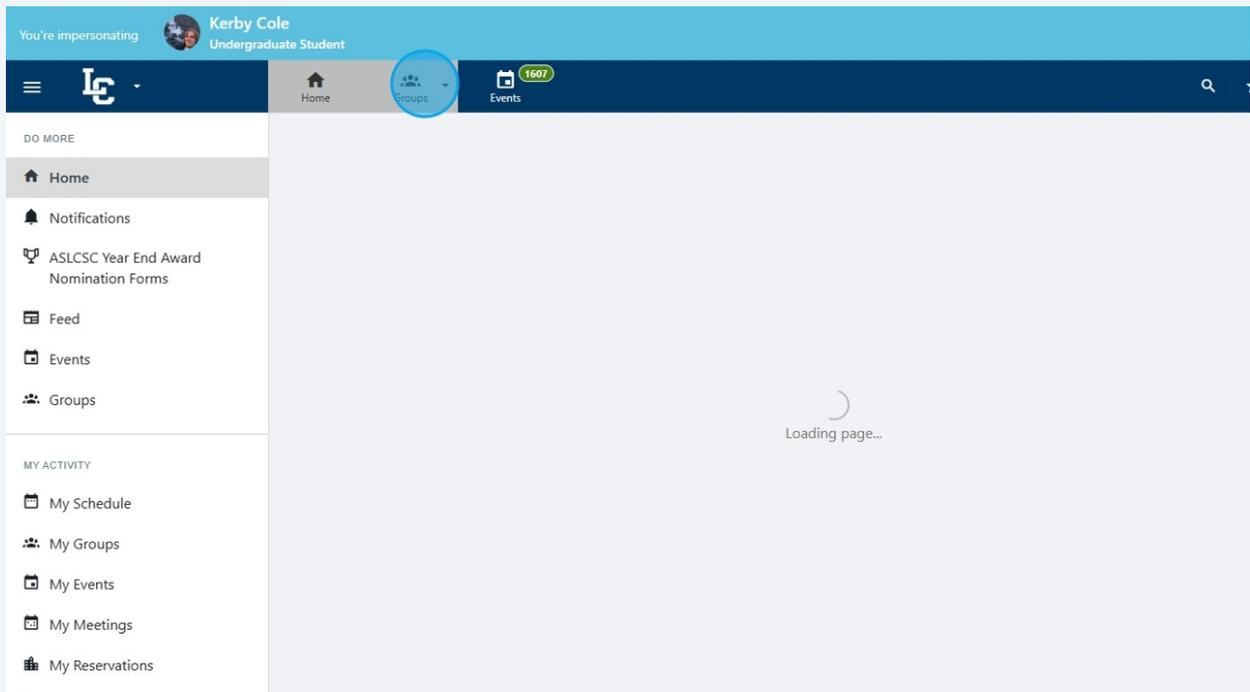


# Submit an ASLCSC Grant and Matching Funds Request

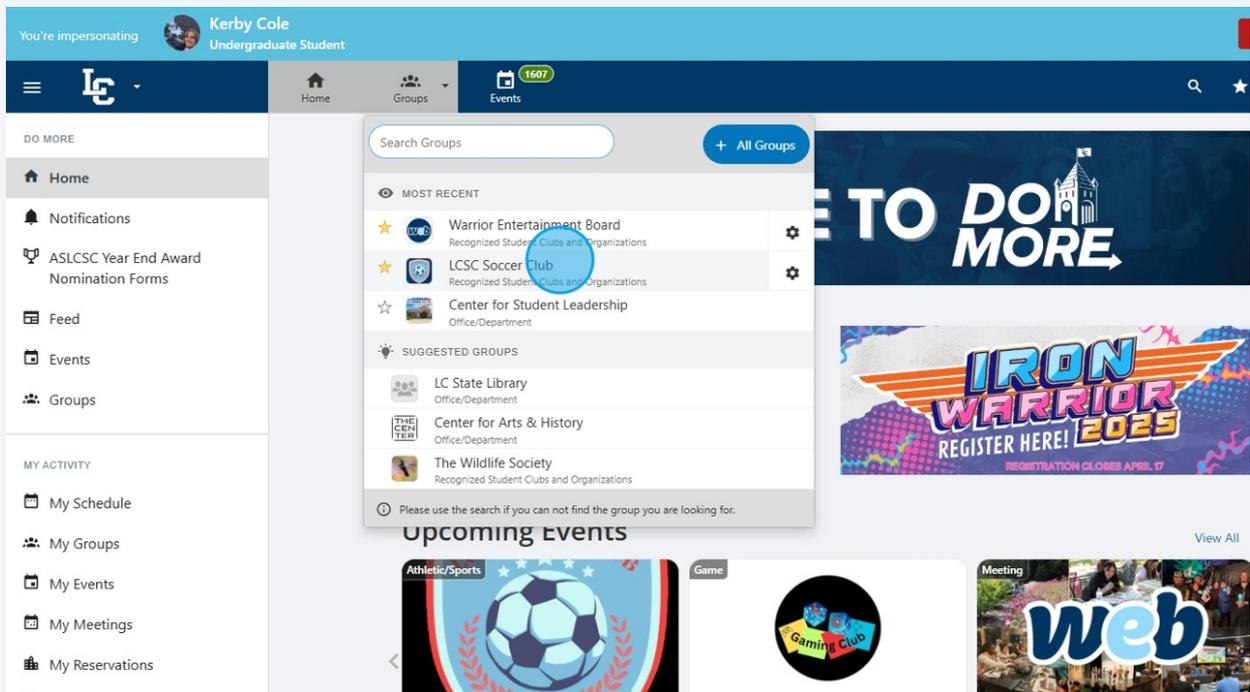
1 Navigate to Do More (domore.lcsc.edu)



## 2 Click "Groups"



## 3 Find and select your group



4 Click "Accounting Book" you may need to scroll down to find it

The screenshot shows a user interface for Kerby Cole, an Undergraduate Student. The top navigation bar includes 'Home', 'LCSC Soccer ...', and 'Events' (with a '1608' badge). A 'Stop Impersonating' button is in the top right. The main area features a grid of widgets: 'Badges' (22 Uploaded, 0 Badges), 'Tracks & Checklists' (4 Active, 0 Tracks & Checklists), 'Stores' (0 Stores), 'Connection Programs' (View Programs), 'Workflows' (0 Workflows), 'Virtual Faire', 'Budget', and 'Jobs'. The 'Accounting Book' widget is circled in blue. To the right, a list of events is visible, including 'Event created: Soccer Club- Monday Open Field (edit)' with various dates.

5 Click "ASLSC Grant and Matching Funds Requests"

The screenshot shows the 'Accounting Book' page. At the top, it says 'You're impersonating Kerby Cole Undergraduate Student' and 'No result found.' The left sidebar has a 'GROUP SECTION' with options like Dashboard, Members, Emails, Events (11), Surveys & Forms, Member Success, Website, Money, Accounting Book, Budgeting, Online Revenues, Stores, Download, Files, and More Tools. The main content area has a table with columns: Budgets, Allocations/Revenues, and Expenses. The 'ASLSC Grant and Matching Funds Requests' row is circled in blue. Below the table is a 'Transactions (0)' section with a search bar and a table header with columns: #, Item Name, Entered By, Source, Payee / Vendor, Category, Payment Method, Receipts, Status, and Cr.

Budgets	Allocations/Revenues	Expenses
Club Spending Requests	\$0.00	\$0.00
ASLSC Grant and Matching Funds Requests	\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$0.00</b>

## 6 Click "Create Budget Request"

The screenshot shows a user interface for 'Budget - LCSC Soccer Club'. At the top, there is a navigation bar with 'Home', 'LCSC Soccer ...', and 'Events' (with a '1608' badge). A 'Stop Impersonating' button is in the top right. Below the navigation bar, a message states: 'ASLCS Grant Applications and Fundraiser Matching Funds Requests must be submitted by November 1 for consideration in the fall semester and April 1 for consideration in the spring semester.' The main heading is 'Budget - LCSC Soccer Club' with a 'Create Budget Request' button circled in blue. Below this is a dropdown menu set to 'ASLCS Grant and Matching Funds Requests'. A progress bar shows four stages: 'Grant Application/Matching Funds Request' (active), 'ASLCS Review & Approval', 'After Action Report', and 'Budget Closed'. Each stage has a deadline and a brief description. Below the progress bar is a 'Totals' section with five columns, each showing '\$0.00'.

## 7 Select a "Budget Request Type"

The screenshot shows a modal window titled 'Create/Edit a Budget Request (Step 1 / 2)'. The window contains a form with the following fields: 'Budget Request Type' (a dropdown menu with 'Event' selected, circled in blue), 'Title', 'Description', 'Documents' (with an 'Upload' button), and 'MORE DETAILS' section with 'Event Location', 'Event Start Date', and 'Event End Date' fields. The 'Event Start Date' field has a format hint: 'Format: dd MMM yy'. The background shows the same 'Budget - LCSC Soccer Club' page as in the previous screenshot.

8

Click the "\* Title" field and enter a title. This is a required field so you'll have to enter something.

The screenshot shows a web application interface for creating a budget request. The main window is titled "Create/Edit a Budget Request (Step 1 / 2)". On the left, there is a sidebar menu with categories like "GROUP SECTION", "Dashboard", "Members", "Emails", "Events", "Surveys & Forms", "Member Success", "Website", "Money", "Accounting Book", "Budgeting", "Online Revenues", "Stores", "Download", "Files", and "More Tools". The "Money" category is selected. The main content area contains a form with the following fields: "Budget Request Type" (dropdown menu set to "Event"), "Title" (text input field, highlighted with a blue circle), "Description" (text area), "Documents" (with an "Upload" button), "Event Location", "Event Start Date" (with a format hint "Format: dd MMM yy"), "Event End Date" (with a format hint "Format: dd MMM yy"), and "Expected Number of Attendees" (with a note "Numbers only, no decimals"). A blue callout box at the top of the form contains the text: "Please provide a detailed description of your request and the purpose of the event/activity/project, etc. in the description or comments box below. Matching Funds Requests - Please include your LC Deposit Slip using the upload button next to 'Documents' below."

9

If you have multiple receipts or deposit slips to upload you can upload one here.

This screenshot is similar to the one above, showing the same "Create/Edit a Budget Request (Step 1 / 2)" form. In this instance, the "Title" field is filled with "Panda Express Fundraiser". The "Upload" button under the "Documents" section is highlighted with a blue circle. The "Expected Number of Attendees" field is also visible at the bottom of the form.

10 Fill in the event location and start and end dates, these are required fields.

The screenshot shows a web application interface for creating a budget request. On the left is a sidebar menu with options like Dashboard, Members, Events, and Money. The main content area is a form titled "Budget Request" with the following fields:

- Budget Request Type:** A dropdown menu set to "Event".
- Title:** A text input field containing "Panda Express Fundraiser".
- Description:** A large text area for additional details.
- Documents:** An "Upload" button.
- MORE DETAILS:** A section containing:
  - Event Location:** An empty text input field, highlighted with a blue circle.
  - Event Start Date:** An empty date input field with the format "dd MMM yy".
  - Event End Date:** An empty date input field with the format "dd MMM yy".
  - Expected Number of Attendees:** An empty text input field with the note "Numbers only, no decimals".

At the bottom right of the form are "Close" and "Next" buttons.

11 Click "Next"

This screenshot shows the same budget request form as in the previous step, but now the fields are filled out:

- Event Location:** "Panda Express Lewiston"
- Event Start Date:** "28 Mar 25" (Format: dd MMM yy)
- Event End Date:** "28 Mar 25" (Format: dd MMM yy)
- Expected Number of Attendees:** (Empty field)

The "Next" button at the bottom right is now highlighted with a blue circle, indicating it should be clicked to proceed.

## 12 Select "Other" as the "Item Type" for Grant and Matching Funds Requests.

For Grant Applications

- Enter the dollar amount for each item type being requested from ASLCSC in the "Amount Requested" field. The total amount of your request will be calculated automatically.
- If applicable, enter the dollar amount your RSCO will be contributing to the event/activity/project/etc. in the "Amount Financed By Group" field.
- Provide a detailed description of the items you intend to use the requested funds for in the "Notes" field.

For Matching Funds

- Enter the dollar amount you are asking ASLCSC to match (up to \$250 per semester) in the "Amount Requested" field.
- Leave the "Amount Financed By Group" field empty.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Other	\$ 0	\$ 0	\$ 0	Notes
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	

+ Add item

Back Next

Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments

## 13 Enter the amount you are requesting or the amount (up to \$250) that you are asking to be matched in "Amount Requested"

For Grant Applications

- Enter the dollar amount for each item type being requested from ASLCSC in the "Amount Requested" field. The total amount of your request will be calculated automatically.
- If applicable, enter the dollar amount your RSCO will be contributing to the event/activity/project/etc. in the "Amount Financed By Group" field.
- Provide a detailed description of the items you intend to use the requested funds for in the "Notes" field.

For Matching Funds

- Enter the dollar amount you are asking ASLCSC to match (up to \$250 per semester) in the "Amount Requested" field.
- Leave the "Amount Financed By Group" field empty.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Other	\$ 10	\$ 0	\$ 0	Notes
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>\$0</b>	

+ Add item

Back Next

Totals

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments

## 14 Click "Next"

• Enter the dollar amount for each item type being requested from ASLSC in the "Amount Requested" field. The total amount of your request will be calculated automatically.

• If applicable, enter the dollar amount your RSCO will be contributing to the event/activity/project/etc. in the "Amount Financed By Group" field.

• Provide a detailed description of the items you intend to use the requested funds for in the "Notes" field.

For Matching Funds

- Enter the dollar amount you are asking ASLSC to match (up to \$250 per semester) in the "Amount Requested" field.
- Leave the "Amount Financed By Group" field empty.

Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes
Other	\$ 250	\$ 0	\$ 250.00	Notes
<b>Total</b>	<b>250.00</b>	<b>0.00</b>	<b>250.00</b>	

+ Add item

Back

Next

**Budget Closed**

Deadline Jun 1, 2025 12:00 AM

No budget requests, approvals, payments can be made anymore.

**Totals**

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

LCSC Soccer Club

## 15 Select your club from this dropdown list.

Kerby Cole Undergraduate

Stop Impersonating

ASLSC Grant Application/Fundraiser Match **DRAFT**

Save As PDF

**Contact Information**

RSCO: \* LCSC Soccer Club

RSCO Advisor: \* Start typing and wait for suggestions...

Which ASLSC funding request are you submitting? \*

Grant Application

Fundraiser Match

Next >>

**Budget Closed**

Deadline Jun 1, 2025 12:00 AM

No budget requests, approvals, payments can be made anymore.

**Totals**

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
--------	--------	--------	--------	--------

16 Enter your advisor's name here.

ASLSC Grant Application/Fundraiser Match **DRAFT** Save As PDF

Contact Information

RSCO: \* LCSC Soccer Club

RSCO Advisor: \* Start typing and wait for suggestions...

Which ASLSC funding request are you submitting? \*

Grant Application

Fundraiser Match

Next »

Totals				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

17 Indicate which one you are applying for; Grant Application or Fundraiser Match

ASLSC Grant Application/Fundraiser Match **DRAFT** Save As PDF

Contact Information

RSCO: \* LCSC Soccer Club

RSCO Advisor: \* Kristin Myers

Which ASLSC funding request are you submitting? \*

Grant Application

Fundraiser Match

Next »

Totals				
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments

LCSC Soccer Club

18 Click "Next »"

ASLSCSC Grant Application/Fundraiser Match **DRAFT** Save As PDF

### Contact Information

RSCO: \* LCSC Soccer Club

RSCO Advisor: \* Kristin Myers

Which ASLSCSC funding request are you submitting? \*

Grant Application

Fundraiser Match

**Next »**

**Totals**

\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

LCSC Soccer Club

19 Answer the question about entering your fundraiser in Do More.

ASLSCSC Grant Application/Fundraiser Match **DRAFT** Save As PDF

### Fundraiser Match Information

50%

Did you submit this fundraiser as an event in Do More?  Yes  No

Events that receive ASLSCSC funding must be submitted in Do More unless otherwise approved by the Student Involvement Coordinator.

Comments:

RSCO Account Number: \*

If you need to upload multiple deposit slips here is another space to upload a second deposit slip.

Upload file

20 Enter your RSCO account number.

ASLCS Grant Application/Fundraiser Match **DRAFT** Save As PDF

### Fundraiser Match Information

Did you submit this fundraiser as an event in Do More? \*  Yes  No

Events that receive ASLCS funding must be submitted in Do More unless otherwise approved by the Student Involvement Coordinator.

Comments:

RSCO Account Number: \*

If you need to upload multiple deposit slips here is another space to upload a second deposit slip.

Upload file

« Back Submit

21 If you need to upload receipts or deposit slips you can do that here. When you are done, click "Submit."

ASLCS Grant Application/Fundraiser Match **DRAFT** Save As PDF

### Fundraiser Match Information

Did you submit this fundraiser as an event in Do More? \*  Yes  No

Events that receive ASLCS funding must be submitted in Do More unless otherwise approved by the Student Involvement Coordinator.

Comments:

RSCO Account Number: \* 50-50-123456

If you need to upload multiple deposit slips here is another space to upload a second deposit slip.

Upload file

« Back Submit