Submit a Club Sports Fundraiser/Grant Match Request



2 Select "Groups" at the top of the bar.



3 Navigate towards your club sports group page



Select "Accounting Book" from the main dashboard. You may need to scroll down for it.



5 Select "Club Sports Fundraiser/Grant Match Requests"

You're	impersonating	Dest	tiny Winch rgraduate St	nel udent								
≡	لى م <mark>ا</mark>		1 He	n ome Te	est Club Sport	Events						۹
GROU	P SECTION	>	🖭 Ad	count	ting Boo	k						
±	Members	>	Budgets					Alloc	ations/Reven	ues	Expenses	
\simeq	Emails	>	Club Spo	rts Fundrai	ser/Grant Match	n Requests			\$C	0.00	\$0.00	
	Events	>	Total						ŝ	00	\$0.00	
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	Files		Ju 6,	n 1 🖍 🔳 2025	Neelon Tast Club Sport	Fundraiser/Gra Requests	nt Match			Payment Gateway	ansparent_1	

4

6 Click "Create Budget Request"

Des Und	stiny Winchel Iergraduate Student					Stop Impe	rsonating
	Home Test Club	o Sport Events			۹	* *	۲
	For full consideration of fun	draiser/grant funds, please provide c	etailed descriptions in the funding request.				
> > >	🗄 Budget - T	est Club Sport			•	Create Budget F	Request
>	Club Sports Fundraiser/Gran	t Match Requests 🗸 🗸					
> >	Budget	t Submission	Payments		Budget Closed		
`		0					
~	Group officers can	submit budget requests.	Group officers can submit payment requests and buo approvers can approve/reject	dget Dea No budget req	dline () Jun 30, 2026 uests, approvals, payr anymore.	5:00 PM nents can be m	ade
	Totals						
	\$500.00 Funds Needed	\$500.00 Requested	\$0.00 Approved	-\$200.00 Payment Requests	\$0.00) Ints Approved	

7 Select your "Budget Request Type" from the dropdown menu below.

You'		Des	iny Winchel	_
	_	Unde	grad (s) Create/Edit a Budget Request (Step 1 / 2)	
≡	ਾਓ -			۹ ★
GRO	DUP SECTION		Please provide a detailed description of your request and the purpose of the event/activity/project in the description or comments below	
٢	Dashboard	>	Fundraiser Match - Please include your LC Deposit Slip using the upload button next to the "Documents" tab below. If you have more than one deposit slip, you may enter another in a different section.	
÷	Members	>		🕀 Create B
	Emails	>	* Budget Request Type Activity V	
	Events	*	Ciu * Title	
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	Accounting Book		MORE DETAILS	uests, approvals, payments ca
	Budgeting			anymore.
	Online Revenues		* Event Location	
	Stores			
	Download		Event Start Date	
	Files		Format: dd MMM yy	\$0.00
:	More Tools	>	Fi * Event End Date	Payments App

Include the title of your activity here. The title is required for this step. You may also add a description of the activity in the text below.

You'i	e impersonating		estiny W	linchel		
	_		ndergradu	(\$) Create/Edit a	Budget Request (Step 1 / 2)	×
=	ि -					
GRO	OUP SECTION		For	Please provide a detailed descrip below	tion of your request and the purpose of the event/activity/project in the description or comment	s
3	Dashboard	>		Fundraiser Match - Please includ than one deposit slip, you may e	e your LC Deposit Slip using the upload button next to the "Documents" tab below. If you have m nter another in a different section.	iore
-	Members	>	**			G Create B
	Emails	>	-	* Budget Request Type	Activity	
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If you have a LC Deposit Slip, you may upload your first one here. If you have more than one deposit slip, you will be able to upload again on a later page.

GR	OUP SECTION		For	Please provide a detailed descrip below	ption of your request and the purpose of the event/activity/project in the description	or comments
3	Dashboard	>		Fundraiser Match - Please includ	e your LC Deposit Slip using the upload button next to the "Documents" tab below. I Inter another in a different section.	f you have more
-	Members	>	**	than one depositions, you may e		€ Create F
	Emails	>	-	* Budget Request Type	Activity	
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Ê	Surveys & Forms	>		Description		
\$	Member Success	>		Description		Budget Closed
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Ø	Money	~		Documents	Upload	
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:	More Tools	>	Fu	* Event End Date		Payments Ap
					Format: dd MMM yy	
			Test	Expected Number of		
				Attendees	Numbers only, no decimals	
			#1			

Made with Scribe - https://scribehow.com

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9

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

			For	below		
3	Dashboard	>		Fundraiser Match - Please includ	le your LC Deposit Slip using the upload button next to the "Documents" tab below. If y	ou have more
+	Members	>		than one deposit slip, you may e	nter another in a different section.	Geate B
	Emails	>		* Budget Request Type	Activity	
	Events	>	Clu	* Title	Test Club Activity	
Ê	Surveys & Forms	>		Description		
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					Format: dd MMM yy	
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			#1			

11 Click "Next"

	>	For	* Budget Request Type	Activity	~	
	>	**	* Title	Test Club Activity		Create Budget Request
	>	-	Description			
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ms	>				10	
ess	>		Documents	± Upload		Budget Closed
	>		MORE DETAILS			
	~					
ok			* Event Location	AUX Gym		adline 🕥 Jun 30, 2026 5:00 PM
OK.			* Event Start Date	10 Jul 25		uests, approvals, payments can be made anymore.
es				Format: dd MMM yy		
		т	* Event End Date	11 Jul 25		
				Format: dd MMM yy		
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		Test			Close Next	
		#ID	REQUEST	BUDGET ITEMS APPROVAL	PAYMENTS	?
						· · · · · · · · · · · · · · · · · · ·

12 Select "Other" as the "Item Type" for Fundraiser/Grant Funds

GRO	UP SECTION Dashboard Members Emails Events Surveys & Forms	> For >	Please select "Other" as the ' For Grant Applications: • Enter the dollar amoun request will be calcula • If applicable, enter the field. • Provide a deatiled des For Fundraiser Match: • Enter the dollar amoun • Leave the "Amount Fir	Item Type" for Fundra to f your fundraiser in ted automatically. amount your club wi ciption of the itmes y nt you are asking to n nanced by Group" fiel	aiser Match and Grar match or grant reque II be contributing to ou intend to use the natch (up to \$1,250 p d empty.	It funds. Ist in the "Amount Rec the event/activity/pro requested funds for in ver semester) in the "A	quested" field. The "Total Amount" of your ject in the "Amount Financed by Group" n the "Notes" field. imount Requested" field.	Create B
•	Member Success Website	> >	Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes	Budget Closed
Ø	Money	× 1	Other	\$ 0	\$ 0	\$ 0	Notes	lline 🔘 Jun 30, 2026 5:00 PM
	Accounting Book Budgeting		Total	0.00	0.00	\$0		ests, approvals, payments c anymore.
	Online Revenues Stores Download	Tc	+ Add item Back				Next	
:	Files More Tools	\$50 Fund	bu.uu ds Needed	\$500.00 Requested		\$0.00 Approved	-\$200.00 Payment Requests	\$0.00 Payments Ap
		Test C	Club Sport	DUDGET	TEMO			

13 Enter the amount you are requesting or the amount that you are asking to be matched in "Amount Requested"

		Fo	For Grant Applications:					
C	Dashboard	>	Enter the dollar am request will be calc	ount of your fundraise ulated automatically.	er match or grant requ	est in the "Amount Re	equested" field. The "Total Amount" of your	
2	Members	· ·	 If applicable, enter field. 	the amount your club	will be contributing to	the event/activity/pr	oject in the "Amount Financed by Group"	🕀 Create I
	2 Emails	>	Provide a deatiled For Fundraiser Match:	desciption of the itmes	s you intend to use the	e requested funds for	in the "Notes" field.	
Ċ	Events	> Cli	Enter the dollar am Leave the "Amount"	ount you are asking to Financed by Group" fi	o match (up to \$1,250 ield empty.	per semester) in the "	Amount Requested" field.	
E	Surveys & Forms	`						
~	Member Success	>		Amount	Amount Financed By	Total Funds		Budget Closed
€	Website	>	Item Type	Requested	Group	Needed	Notes	
6	D Money	×	Other	v s o	\$ O	\$ 0	Notes	illine 🔘 Jun 30, 2026 5:00 PM
	Accounting Book Budgeting		То	tal 0.00	0.00	\$0		iests, approvals, payments o anymore.
I	Online Revenues Stores		+ Add item					
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	More Tools	> Tes	t Club Sport	kéquésted		Approved	Payment Kequests	Payments Ap

> > >	For	 For Grant Applici Enter the orequest wi If applicab field. Provide a · For Fundraiser M Enter the orecommended Leave the 	ations: dollar amoun II be calculat le, enter the deatiled desc atch: dollar amoun "Amount Fin.	t of your fundraiser ed automatically. amount your club w iption of the itmes ; t you are asking to anced by Group" fie	match or grant requ vill be contributing to you intend to use the match (up to \$1,250 Id empty.	est in the "Amount Re o the event/activity/pro e requested funds for i per semester) in the "/	quested" field. Th oject in the "Amo n the "Notes" fiel Amount Requeste	ne "Total Amount" of your unt Financed by Group" Id. ed" field.	Create Budget Request
> > >		Item Type	~	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes	Ø	Budget Closed
		+ Add item	Total	250.00	0.00	250.00			iline () Jun 30, 2026 S:00 PM) iests, approvals, payments can be made anymore.
>	T (\$50 Fund	Back 0.00 s Needed		\$ 500.00 Requested		\$0.00 Approved		-\$200.00 Payment Requests	\$0.00 Payments Approved
	Test Cl	ub Sport							

Select your club from the dropdown list

		0	%				۹	* .	h -
l	>	For	Club Sports Fur Match/Grant Appli	ndraiser cation Req	uest	Save As PDF	0	Create Budget	Request
	> = >	Club	Contact Information						
ms	>		Please fill out the information below to d you plan to fill out both a grant applicati	etermine which request on and fundraiser match	you are submitting. Please be as n, you must start a new form afte	s detailed as possible with answers. If r completion of this one.	Particular data		
ess	>	L	Club Sport *	Test Club Sport		~	Budget Closed		
ok	~		Club Advisor/Coach *	Start typing and wa	it for suggestions	•	ine 🔘 Jun 30, 2026 5	:00 PM	
es			Which request are you submitting? *	 Grant Request Fundraiser Match 			ists, approvals, paym anymore.	ients can be m	ade
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		Tost Club	- Cuaut						

16 Enter your advisor's name here

	> > >	For	Club S Match/Gr DRAFT	Sports Fur rant Appli	ndraiser cation Req	uest	Save As PDF	Create Budget Request
ms	>		Please fill out the info you plan to fill out be	ormation below to de oth a grant application	etermine which request on and fundraiser matc	t you are submitting. Please be as h, you must start a new form after	detailed as possible with answers. If completion of this one.	Budent Claud
ess	>			Club Sport *	Test Club Sport		~	budget Closed
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		Test Clu	b Sport			4000	DOVAL DAVAIENTE	2

17 Indicate what you are applying for; Grant Request or Fundraiser Match

② Dashboard	>	For El Club Sp Match/Gra	oorts Fundraiser ant Application R	equest	Save As PDF	
Emails	>	Contact Info	rmation			Gereate B
Events Surveys & Forms	>	Please fill out the infor you plan to fill out bot	mation below to determine which rea h a grant application and fundraiser r	quest you are submitting. Please be as natch, you must start a new form after	detailed as possible with answers. If completion of this one.	
 Member Success Website 	>		Club Sport * Test Club Spor	t	×	Budget Closed
Money Accounting Book Budgeting	Ŷ	Club A	clairelise Neel equest are you submitting? Fundraiser M	on st atch	•	ine () Jun 30, 2026 5:00 PM ests, approvals, payments ca anymore.
Online Revenues Stores Download		1			Next »	
FilesMore Tools	>	\$500.00 Funds Needed	\$500.00 Requested	\$0.00 Approved	- \$200.00 Payment Requests	\$0.00 Payments App
		Test Club Sport				
		#ID REQUEST	BUDGET ITEMS	АРРЕ	ROVAL PAYMENTS	

18 Click "Next »"

	> >	For	El Club Sports Fu Match/Grant Appl	ndraiser ication Req	uest	Save As Pl	OF Create Budget Request
	> >	Club	Contact Information				
ms ess	> >	ľ	Please fill out the information below to you plan to fill out both a grant applica	determine which request tion and fundraiser matcl	t you are submitting. Please be as h, you must start a new form afte	detailed as possible with answers. r completion of this one.	lf Budget Closed
	>		Club Sport *	Test Club Sport		~	
	~		Club Advisor/Coach *	Clairelise Neelon		•	ine () Jun 30, 2026 5:00 PM
ok es			Which request are you submitting? *	Grant Request Fundraiser Match			sts. approvals, payments can be made anymore.
						Nex	t»
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		Test Clu	ıb Sport				
		#ID	REQUEST	BUDGETITEMS	АРР	ROVAL PAYMENT	s

For Fundraiser Request

19 Answer the question about entering your fundraiser in Do More. Keep in mind, all fundraisers must be entered in Do More.

You're impersonating Undergra	50% du	
	Club Sports Fundraiser Match/Grant Application Request	۹ *
 ② Dashboard → ▲ Members → 	Fundraiser Match Information	Create I
Emails > Events > Surveys & Forms >	Please fill out the information below following your club sport's fundraiser. If you need to upload a second deposit slip, you may do so down below.	
 Member Success Website 	Comments:	Budget Closed
☑ Money Accounting Book Budgeting Online Revenues	How would you evaluate the success of your club's fundraiser? *	cline () Jun 30, 2026 5:00 PM tests, approvais, payments ca anymore.
Stores Download	Club Sports Account Number: *	
Files More Tools	If you need to upload multiple deposit slips, here is another	\$0.00 Payments App



Enter your Club Sports account number

_			For			-			
3	Dashboard	>							
÷	Members	>	Fur	Fundraiser Match Information					
	Emails	>	Pleas	e fill out the information below follo below.	owing your club sport's fundraiser. If you need to upload a second deposit slip, you may do so				
	Events	>	Clu						
Ê	Surveys & Forms	>		Did you submit this fundraiser as an event in Do More? *	Yes No				
-	Member Success	>				Budget Closed			
	Website	>			Comments:				
ø	Money	~							
	Accounting Book			How would you evaluate the		lests, approvals, payments ca			
	Budgeting			success of your club's		anymore.			
	Online Revenues			Tunuraiser:					
	Stores				(Lemon many participants, interactions, achievements, etc.)				
	Download		C	lub Sports Account Number: *					
	Files			f you need to upload multiple		\$0.00			
:	More Tools	>		deposit slips, here is another space to upload a second deposit slip.		Payments App			
			Test	« Back	Submit				
			#ID REG	QUEST	BUDGET ITEMS APPROVAL PAYMENTS				

21 If you need to upload receipts or deposit slips, you may do so here. When you are finished, click "Submit."

		Foi			
	>		Fundraiser Match Infor	mation	
	>				🕀 Create Budget Request
	>	Ch	Please fill out the information below follo down below.	owing your club sport's fundraiser. If you need to upload a second deposit slip, you may do so	
ms	>	Ciu	Did you submit this fundraiser as an event in Do More? *	Yes	
ess	>			O No	Budget Closed
	>			comments.	
ok			How would you evaluate the		Jests, approvals, payments can be made
0.5			success of your club's fundraiser? *		anymore.
				(i.e, how many participants, interactions, achievements, etc.)	
			Club Sports Account Number: *	123456	
			If you need to upload multiple	1 Upload file	\$0.00
	>		deposit slips, here is another space to upload a second deposit slip.		Payments Approved
		Test	« Back	Submit	
		#ID	REQUEST	BUDGET ITEMS APPROVAL PAYMENTS	9

For Grant Request

22 Select "Grant Request"

	> >	For	E Club Sports Fu Match/Grant Appl	ndraiser ication Reque	est		Save As PDF	Create Budget Request
	> >	Club	Contact Information					
ms ess	> >		Please fill out the information below to you plan to fill out both a grant applicat	determine which request you ion and fundraiser match, yo	are submitting. Pleas ou must start a new for	e be as detailed as possib rm after completion of thi	ole with answers. If is one.	Budget Closed
	>		Club Sport *	Test Club Sport			~	
	~		Club Advisor/Coach *	Clairelise Neelon		•		ine 🔘 Jun 30, 2026 5:00 PM
ok es			Which request are you submitting? *	 Grant Request Fundraiser Match 				ists, approvals, payments can be made anymore.
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	>	\$500 Funds	0.00 \$500 Needed Reque	9.00 sted	\$0.00 Approved	 P.	\$200.00 ayment Requests	\$0.00 Payments Approved
		Test Club	o Sport					0
		#ID	REQUEST	BUDGET ITEMS		APPROVAL	PAYMENTS	0

23 Follow the box prompts below to complete the grant application. Please be as detailed as possible in your responses for full consideration of funding.



24 Once you have completed the page, select "Submit."

	>	For	Grant Application Infor	mation	
	> >		Please fill out the information below for t provided. The grant award budget is sub	Create Budget Request	
ms	>	Clu	What will these grant funds be used for? *	To plan a super fun club practice activity	
ess	>			(i.e, equipment, supplies, travel, competition expenses, etc.)	Budget Closed
	> ~		How will you evaluate the event/project/activity's success?	We had so much fun and learned lots	
ok				Consider how this activity and grant will impact your club sport and the growth of students. Please be as detailed as possible.	dline 🕜 Jun 30, 2026 5:00 PM
es			Have you earned or fundraised any other funds for this event/activity? *	Yes No No Notyet, but plan on it	anymore.
	>		Do you feel like you need to provide any additional information pertaining to the activity or event these funds will be used for? Please elaborate here.		\$0.00 Payments Approved
		Test	« Back	Submit	0
		#ID	REQUEST	BUDGET ITEMS APPROVAL PAYMENTS	