# 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"

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BROUP SECTION	1	🖞 Accoun	ting Boo	k					
Dashboard	>								
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### **6** Click "Create Budget Request"

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	For full consideration of fun	draiser/grant funds, please provide (	letailed descriptions in the funding request.				
> > >		est Club Sport			•	Creaty Budget F	Request
>	Club Sports Fundraiser/Gran	t Match Requests V					
>	Budget	Submission	Payments		Budget Closed		
> ~		0					
2	Group officers can	submit budget requests.	Group officers can submit payment requests and bud approvers can approve/reject	Dea	udline (O Jun 30, 2026) uests, approvals, payr anymore.		ade
	Totals						
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## **7** Select your "Budget Request Type" from the dropdown menu below.

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	-	Unde	Generate/Edit a Budget Request (Step 1 / 2)	<
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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		>	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
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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.

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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 descrip	ion or comments	
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### **10** Fill in the event location and start and end dates, these are required fields.

			For	below		
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## 11 Click "Next"

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

() () () () () () () () () () () () () (	UP SECTION Dashboard Members Emails Events Surveys & Forms	> For >	request will be calculate	nt of your fundraiser n ted automatically, amount your club wi ciption of the itmes y nt you are asking to n	match or grant reque Il be contributing to ou intend to use the natch (up to \$1,250 p	st in the "Amount Rec the event/activity/pro requested funds for ir		Create B
•	Member Success Website	> >	Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes	Budget Closed
Ø	Money	×	Other	\$ 0	\$ 0	\$ 0	Notes	lline 🔘 Jun 30, 2026 5:00 PM
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		Test C	Club Sport	DUDOET	TEMO			

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

G	ROUP SECTION	Fc	Please select "Other" as the For Grant Applications:	e "Item Type" for Fun	draiser Match and Gra	nt funds.		
C	Dashboard	<b>`</b>	request will be calc	ulated automatically.			equested" field. The "Total Amount" of your	
2	Members	· 🗄	field.		-		oject in the "Amount Financed by Group"	🕀 Create B
	Emails	>	Provide a deatiled of     For Fundraiser Match:					
Ċ	Events	> Ch	Enter the dollar amount     Leave the "Amount"			per semester) in the "	Amount Requested" field.	
É	Surveys & Forms	<b>`</b>						
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# Select your club from the dropdown list

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ok	~		Club Advisor/Coach *	Start typing and wa	it for suggestions	•	ine 🔘 Jun 30, 2026 5:0	0 PM	
25			Which request are you submitting? *	Grant Request			ests, approvals, payme anymore.	nts can be made	
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### **16** Enter your advisor's name here

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ess	>			Club Sport *	Test Club Sport		~	Budget Closed
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		Test Clu	ib Sport		UDGETUTENA	4 707	DOVAL DAVAIPAITO	?

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

<ul> <li>Dashboard</li> <li>Members</li> </ul>	>	Match/Gr	ports Fundraiser ant Application R	equest	Save As PDF	
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Surveys & Forr  Member Succe				quest you are submitting. Please be as match, you must start a new form afte		Budget Closed
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### 18 Click "Next »"

	> >	For	El Club Sports Fu Match/Grant Appl	ndraiser ication Req	uest	🔀 Save As PD	F Create Budget Request
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ms ess	> >	T	Please fill out the information below to you plan to fill out both a grant applica				f Budget Closed
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ok as			Which request are you submitting? *	Grant Request Fundraiser Match			ists. approvals, payments can be made anymore.
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		Test Clu	ub Sport				
		#ID	REQUEST	BUDGETITEMS	АРР	ROVAL PAYMENTS	9

# 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.

Vou're importenting	Destiny \ Undergradu	50%	
	Club Match/G	Sports Fundraiser Grant Application Request	🖪 Save As PDF 🔍 🛧
<ul><li>② Dashboard &gt;</li><li>▲ Members &gt;</li></ul>	Fundraiser	r Match Information	Create #
Emails > Events > Events >	down below. Clu	information below following your club sport's fundraiser. If you need to upload a second deposit : mit this fundraiser	slip, you may do so
<ul> <li>Member Success</li> <li>Website</li> </ul>	as an ev	vent in Do More?	Budget Closed
Money     Accounting Book     Budgeting     Online Revenues		d you evaluate the ccess of your club's fundraiser? *	ests. approvals, payments ca anymore.
Stores Download	Club Sports A	(i.e, how many participants, interactions, achievements, etc.) Account Number: *	
<ul> <li>Files</li> <li>More Tools</li> </ul>	deposit sli	to upload multiple  t Upload file ps, here is another	<b>\$0.00</b> Payments App



#### Enter your Club Sports account number

			For			_		
3	Dashboard	>						
:	Members	>	Fui	Fundraiser Match Information				
	Emails	>	Pleas	e fill out the information below follo n 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		
۲	Website	>			Comments:			
	Money	~				dline 🔇 Jun 30, 2026 5:00 PM		
	Accounting Book			How would you evaluate the		Jun 30, 2026 5:00 PM		
	Budgeting			success of your club's fundraiser? *		anymore.		
	Online Revenues			tundraiser: "				
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:	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
	>	Clu	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	>			No No	Budget Closed
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ok			How would you evaluate the		Jests, approvals, payments can be made
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# For Grant Request

## 22 Select "Grant Request"

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	> >	Club	Contact Information					
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	~		Club Advisor/Coach *	Clairelise Neelon		•		ine 🔘 Jun 30, 2026 5:00 PM
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	>	\$500 Funds	0.00 \$500 Needed Reque		\$0.00 Approved		\$200.00 ayment Requests	\$0.00 Payments Approved
		Test Club	o Sport					0
		#ID	REQUEST	BUDGET ITEMS		APPROVAL	PAYMENTS	Ø

**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 Jests, approvals, payments can be made
es			Have you earned or fundraised any other funds for this event/activity? *	<ul> <li>Yes</li> <li>No</li> <li>Not yet, but plan on it</li> </ul>	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.		<b>\$0.00</b> Payments Approved
		Test	« Back	Submit	0
		#ID	REQUEST	BUDGET ITEMS APPROVAL PAYMENTS	