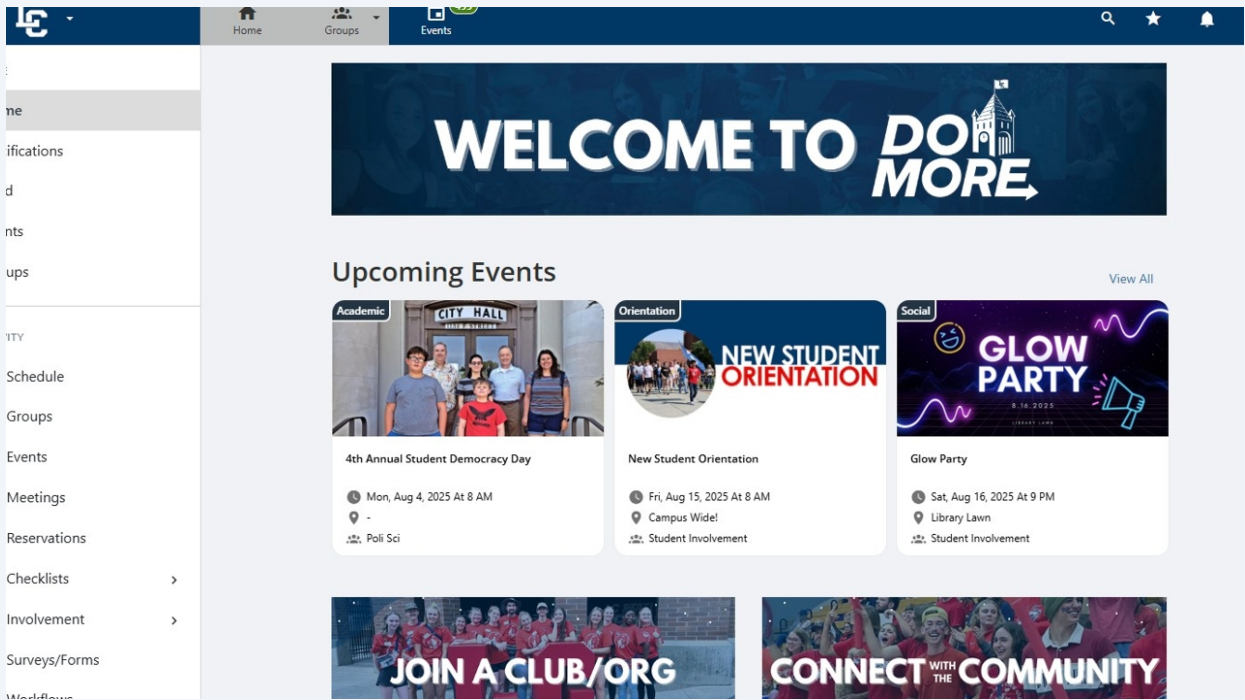


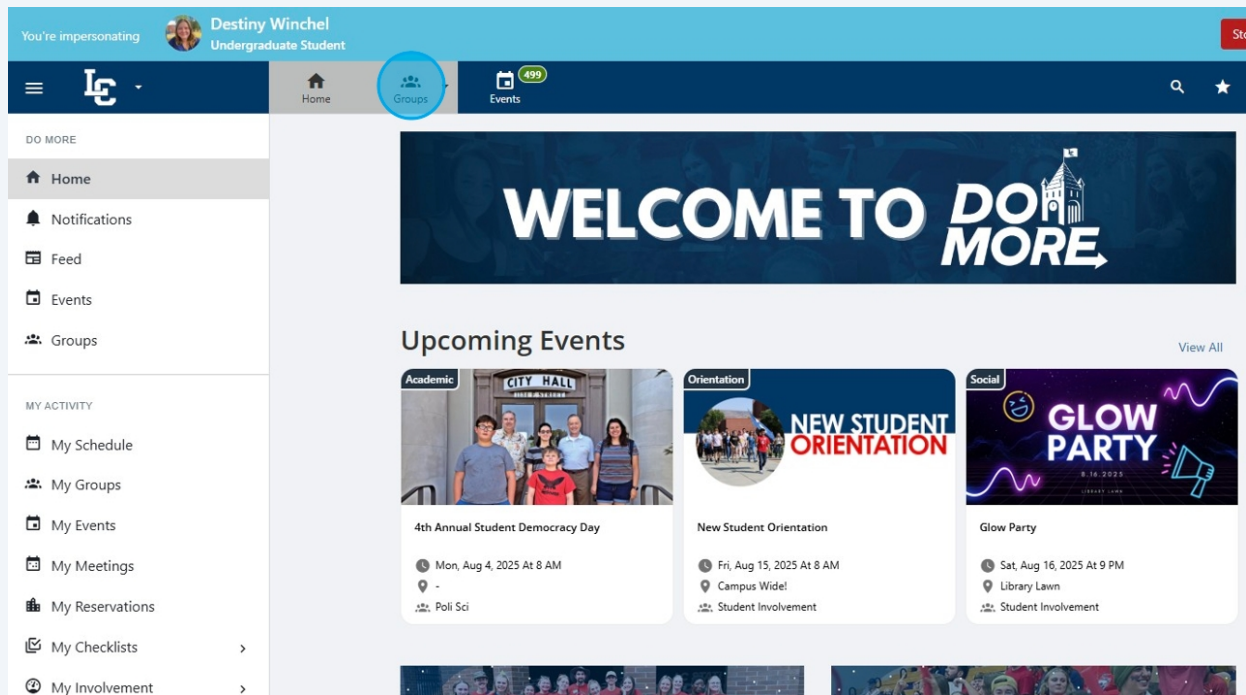
Submit a Club Sports Fundraiser/Grant Match Request

1

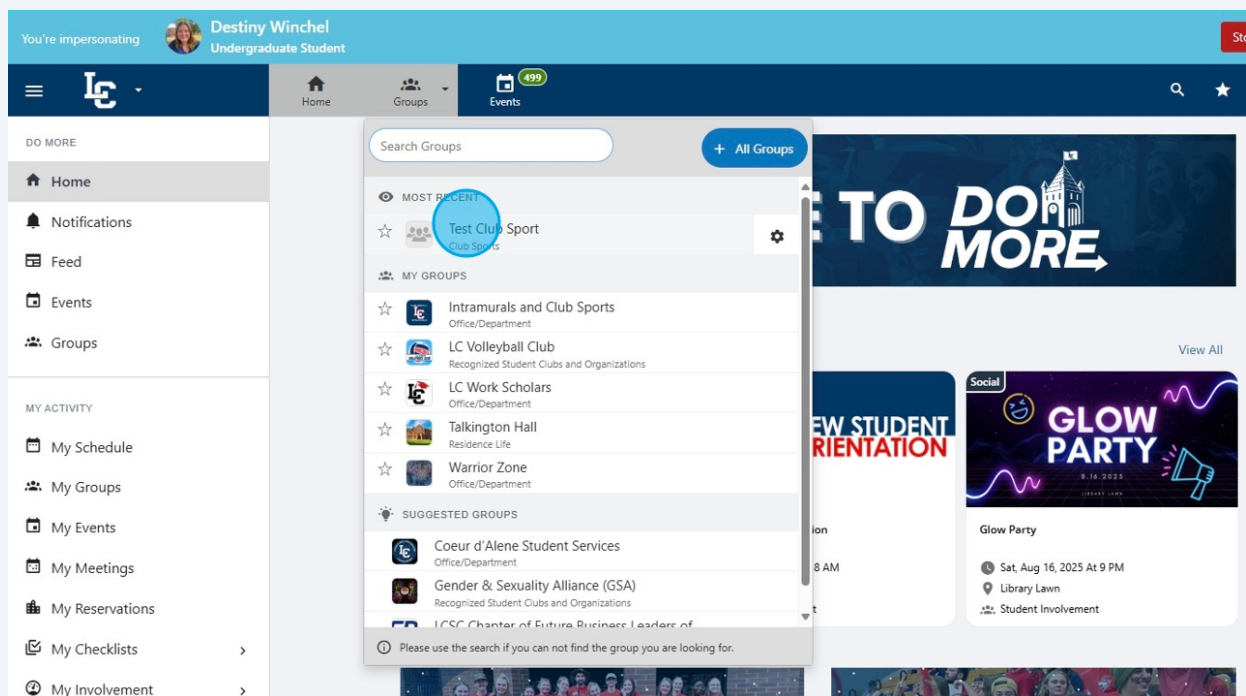
Navigate to https://domore.lcsc.edu/web_app?id=24040&menu_id=56483&if=0&



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



3 Navigate towards your club sports group page



4

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

The screenshot shows the 'Test Club Sport' dashboard. On the left is a 'GROUP SECTION' sidebar with a 'Dashboard' dropdown menu. The main area is titled 'Test Club Sport' and contains a 'Recently' section with two cards: 'Accounting Book' (highlighted with a blue circle) and 'Money'. The 'Accounting Book' card has the text 'Track your budget allocations and expenses.' and a 'View' button. The 'Money' card has the text 'Manage your membership and event revenues.' and a 'View' button. To the right is a 'Recent Feed Posts' section with a message 'Keep your members updated! Post now!' and an 'Activity' section with a list of events.

5

Select "Club Sports Fundraiser/Grant Match Requests"

The screenshot shows the 'Accounting Book' page. It features a table with columns: Budgets, Allocations/Revenues, and Expenses. The entry 'Club Sports Fundraiser/Grant Match Requests' is highlighted with a blue circle. Below the table is a 'Transactions (2)' section with a search bar and a table of transactions. The first transaction is highlighted with a blue circle.

Budgets	Allocations/Revenues	Expenses
Club Sports Fundraiser/Grant Match Requests	\$0.00	\$0.00
Total	\$0.00	\$0.00

#	Item Name	Entered By	Source	Payee / Vendor	Category	Payment Method	Receipts	Status
1	Test - #165 Jun 1 6, 2025	Clairelise Neelon Test Club Sport	Club Sports Fundraiser/Grant Match Requests	-	-	Payment into Online Payment Gateway	Iron_Warrior_No_Yr_Transparent_1	REJECTED

6 Click "Create Budget Request"

For full consideration of fundraiser/grant funds, please provide detailed descriptions in the funding request.

Budget - Test Club Sport

Club Sports Fundraiser/Grant Match Requests

Budget Submission | **Payments** | **Budget Closed**

Group officers can submit budget requests.

Group officers can submit payment requests and budget approvers can approve/reject

Deadline Jun 30, 2026 5:00 PM

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

Totals

\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

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

Please provide a detailed description of your request and the purpose of the event/activity/project in the description or comments below

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.

* Budget Request Type: Activity

* Title

Description

Documents: Upload

MORE DETAILS

* Event Location

* Event Start Date

Format: dd MMM yy

* Event End Date

8

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.

9

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.

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

below

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.

* Budget Request Type: Activity

* Title: Test Club Activity

Description

Documents: Upload

MORE DETAILS

* Event Location:

* Event Start Date:
Format: dd MMM yy

* Event End Date:
Format: dd MMM yy

Expected Number of Attendees:
Numbers only, no decimals

11 Click "Next"

* Budget Request Type: Activity

* Title: Test Club Activity

Description

Documents: Upload

MORE DETAILS

* Event Location: AUX Gym

* Event Start Date: 10 Jul 25
Format: dd MMM yy

* Event End Date: 11 Jul 25
Format: dd MMM yy

Expected Number of Attendees:
Numbers only, no decimals

Close Next

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

Please select "Other" as the "Item Type" for Fundraiser Match and Grant funds.

For Grant Applications:

- Enter the dollar amount of your fundraiser match or grant request in the "Amount Requested" field. The "Total Amount" of your request will be calculated automatically.
- If applicable, enter the amount your club will be contributing to the event/activity/project 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 Fundraiser Match:

- Enter the dollar amount you are asking to match (up to \$1,250 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
Total	0.00	0.00	\$0	

+ Add item

Back Next

\$500.00 Funds Needed \$500.00 Requested \$0.00 Approved -\$200.00 Payment Requests \$0.00 Payments Ap

Test Club Sport

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

Please select "Other" as the "Item Type" for Fundraiser Match and Grant funds.

For Grant Applications:

- Enter the dollar amount of your fundraiser match or grant request in the "Amount Requested" field. The "Total Amount" of your request will be calculated automatically.
- If applicable, enter the amount your club will be contributing to the event/activity/project 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 Fundraiser Match:

- Enter the dollar amount you are asking to match (up to \$1,250 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
Total	0.00	0.00	\$0	

+ Add item

Back Next

\$500.00 Funds Needed \$500.00 Requested \$0.00 Approved -\$200.00 Payment Requests \$0.00 Payments Ap

Test Club Sport

14 Click "Next"

For Grant Applications:

- Enter the dollar amount of your fundraiser match or grant request in the "Amount Requested" field. The "Total Amount" of your request will be calculated automatically.
- If applicable, enter the amount your club will be contributing to the event/activity/project 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 Fundraiser Match:

- Enter the dollar amount you are asking to match (up to \$1,250 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
Total	250.00	0.00	250.00	

+ Add item

Back Next

Budget Closed

Timeline Jun 30, 2026 5:00 PM

Tests, approvals, payments can be made anymore.

Test Club Sport

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
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15 Select your club from the dropdown list

10%

Club Sports Fundraiser Match/Grant Application Request

DRAFT

Save As PDF

Contact Information

Please fill out the information below to determine which request you are submitting. Please be as detailed as possible with answers. If you plan to fill out both a grant application and fundraiser match, you must start a new form after completion of this one.

Club Sport * Test Club Sport

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

Which request are you submitting? *

☐ Grant Request

☐ Fundraiser Match

Next »

Budget Closed

Timeline Jun 30, 2026 5:00 PM

Tests, approvals, payments can be made anymore.

Test Club Sport

\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

16 Enter your advisor's name here

Club Sports Fundraiser Match/Grant Application Request
DRAFT

Contact Information

Please fill out the information below to determine which request you are submitting. Please be as detailed as possible with answers. If you plan to fill out both a grant application and fundraiser match, you must start a new form after completion of this one.

Club Sport * Test Club Sport

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

Which request are you submitting? *

☐ Grant Request

☐ Fundraiser Match

Next »

	Funds Needed	Requested	Approved	Payment Requests	Payments Approved
Test Club Sport	\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00

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

Club Sports Fundraiser Match/Grant Application Request
DRAFT

Contact Information

Please fill out the information below to determine which request you are submitting. Please be as detailed as possible with answers. If you plan to fill out both a grant application and fundraiser match, you must start a new form after completion of this one.

Club Sport * Test Club Sport

Club Advisor/Coach * Clairelise Neelon

Which request are you submitting? *

☒ Grant Request

☐ Fundraiser Match

Next »

	Funds Needed	Requested	Approved	Payment Requests	Payments App
Test Club Sport	\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
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18 Click "Next »"

Club Sports Fundraiser Match/Grant Application Request

DRAFT

Contact Information

Please fill out the information below to determine which request you are submitting. Please be as detailed as possible with answers. If you plan to fill out both a grant application and fundraiser match, you must start a new form after completion of this one.

Club Sport * Test Club Sport

Club Advisor/Coach * Clairelise Neelon

Which request are you submitting? *

☐ Grant Request

☒ Fundraiser Match

Next »

\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

Test Club Sport

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
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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.

Club Sports Fundraiser Match/Grant Application Request

DRAFT

Fundraiser Match Information

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.

Did you submit this fundraiser as an event in Do More?

☒ Yes

☐ No

Comments:

How would you evaluate the success of your club's fundraiser? *

(i.e. how many participants, interactions, achievements, etc.)

Club Sports Account Number: *

If you need to upload multiple deposit slips, here is another

Upload file

Next »

\$500.00	\$500.00	\$0.00	-\$200.00	\$0.00
Funds Needed	Requested	Approved	Payment Requests	Payments Approved

Test Club Sport

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
-----	---------	--------------	----------	----------

20 Enter your Club Sports account number

Fundraiser Match Information

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.

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

Comments:

How would you evaluate the success of your club's fundraiser? *
 (i.e. how many participants, interactions, achievements, etc.)

Club Sports Account Number: * 123456

If you need to upload multiple deposit slips, here is another space to upload a second deposit slip.
 [Upload file](#)

[« Back](#) [Submit](#)

#ID	REQUEST	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."

Fundraiser Match Information

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.

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

Comments:

How would you evaluate the success of your club's fundraiser? *
 (i.e. how many participants, interactions, achievements, etc.)

Club Sports Account Number: * 123456

If you need to upload multiple deposit slips, here is another space to upload a second deposit slip.
 [Upload file](#)

[« Back](#) Submit

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
-----	---------	--------------	----------	----------

For Grant Request

22 Select "Grant Request"

Club Sports Fundraiser Match/Grant Application Request

Save As PDF

DRAFT

Contact Information

Please fill out the information below to determine which request you are submitting. Please be as detailed as possible with answers. If you plan to fill out both a grant application and fundraiser match, you must start a new form after completion of this one.

Club Sport *

Test Club Sport

Club Advisor/Coach *

Clairelise Neelon

Which request are you submitting? *

☒ Grant Request

☐ Fundraiser Match

Next »

\$500.00 Funds Needed

\$500.00 Requested

\$0.00 Approved

-\$200.00 Payment Requests

\$0.00 Payments Approved

Test Club Sport

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS
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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.

Club Sports Fundraiser Match/Grant Application Request

DRAFT

Grant Application Information

Please fill out the information below for full consideration of grant funds. This form may only be filled out once depending on awards provided. The grant award budget is subject to change each fiscal year

What will these grant funds be used for? *

(i.e. equipment, supplies, travel, competition expenses, etc.)

How will you evaluate the event/project/activity's success? *

Consider how this activity and grant will impact your club sport and the growth of students. Please be as detailed as possible.

Have you earned or fundraised any other funds for this event/activity? *

☐ Yes

☐ No

☐ Not yet, but plan on it

Do you feel like you need to provide any additional information pertaining to the

24

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

Grant Application Information

Please fill out the information below for full consideration of grant funds. This form may only be filled out once depending on awards provided. The grant award budget is subject to change each fiscal year

What will these grant funds be used for? *

To plan a super fun club practice activity

(i.e. equipment, supplies, travel, competition expenses, etc.)

How will you evaluate the event/project/activity's success? *

We had so much fun and learned lots

Consider how this activity and grant will impact your club sport and the growth of students. Please be as detailed as possible.

Have you earned or fundraised any other funds for this event/activity? *

☐ Yes

☒ No

☐ Not yet, but plan on it

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.

Submit

Back

#ID	REQUEST	BUDGET ITEMS	APPROVAL	PAYMENTS