How To Fill out Funding Packets

EGC Allocation Guidelines

1. Introduction
    a. Funding Packets are the societies request for funding from EGC to run events for their members
        i. Two forms of Funding Packets
            1. Fall/Spring Packets
            2. Mid-Semester Packets
    b. This document will serve as a template for filling out Funding Packets
        i. Linked above "EGC Allocation Guidelines" is information on when and why the forms are filled out
        ii. Additional guidelines added below
        iii. Step-by-Step process of filling out the packets
2. Linked EGC Allocation Guidelines
    a. As a Treasurer, this form should be read and understood, a few lines are pulled out and highlighted for the purpose of this example process
        i. An itemized budget of all programs and all needed expenses for each program listed individually except those in common categories as determined by the Finance Committee
        ii. A list of programs or projects in priority ranking
        iii. The society's general information as well as its constitutional purpose
    b. If there are any questions about the linked form, reach out to previous treasurers or members of EGC
3. Template form provided by EGC to be filled out
    a. Template Form
4. Filling out the form
    a. Table on front page will be updated by numbers being filled in the columns on the following "events" page

Item	Cost	Requested	Allocated
Casual Food	0	0	0
Formal Food	0	0	0
Drinks	0	0	0
Tools (new)	0	0	0
Tools (replacement)	0	0	0
Building Materials	0	0	0
Other (write-in item)	0	0	0
Total	0	0	0

    i.

Table on Front page will be updated by filling in tables on second page

[Event Name]								
Location:		Date:		Time:		Attendance:		
Description:								
Item	Purpose/Description	Place of Purchase	Link	Quantity	Unit Cost	Total Cost	Requested	Allocated
						0		
						0		
						0		
						0		
						0		
						0		
Total						0	0	0

    ii.

Table to be filled out for each event funding is being requested for

5. Filling out the Table
   a. Filled out example events in link below
   b. If more rows are needed, click on the row number and right-click insert below
      i. This should keep the formatting of the row selected,the sum function may need to be altered to continue the link with the front table
      ii. Example function is from rows 19-24 but rows 25-28 are added change function from 19-28.

Filled out Table

6. Submit documentation
   a. Funding Packets
      i. EGC Google Drive Link provided in email
      ii. Renamed from template to "SocietyName_Semester"
      iii. Ownership of document turned over to reviewer named in email

Further Resources
- SABO Treasurer's Key
- EGC Allocation Guidelines
- Contact the EGC Treasurer