



How to Request Annual Funding

1. Sign in at falconsconnect.uwrfl.edu and click on your org under Memberships

Memberships

2 2017-2018 Admitted Students	C Crabtree Hall
J Johnson Hall	O Office of Student Involvement

Office of Student Involvement

Member Since August 2019

The Office of Student Involvement provides students with opportunities for involvement that range from leadership development to fraternity/sorority life, diversity education and service.



MANAGE ORGANIZATION

CONTACT

WE ARE FALCONS

Do Stuff

2. Click on Manage Organization

3. Click on this button in the top left corner to open your organizations menu

4. Click the settings button next to your orgs name, then click on Finance

5. Select the blue button on the right side of the page and click "Create Budget Request"

6. Click on the Annual Budget button

Create New Budget Request

Select a Process or Budget to Start Your Request

Process: **Annual Budget Request 22-23**
Available from 1/20/22 12:01 AM to 6/30/23 10:00 PM
This request is for an Annual Budget for 22-23 academic year.

Budget: **Annual Budget 2022-2023**

Process: **SINGLE-EVENT Funding Request 21-22**
Please use this for your one-time event or supply request. Note: you can't request single-event funding for something already approved in your annual budget.

7. Fill in all required fields.
Please include as much
detail as possible!

REQUEST

* Request Title (Required Field)

Description

8. You will use this page to build
out your full Annual Budget
Request.

When you are completely
finished with your budget
request, press "SUBMIT."

If you have any questions,
please email
studentinvolvement@uwrf.edu

Budget Section: [Events Hosted by Organization](#)

Use this section for any on-campus or off-campus events your organization is hosting. ** Click "Add Item" to add each of the individual events you are requesting.

Budget Section: [Conference/Off-Campus Travel](#)

Use this section for any off-campus travel or conferences you are requesting. ** Click "Add Item" to add each of the individual events you are requesting.

Budget Section: [Organizational Meetings and Supplies](#)

Click "Add Item" to add your request for any supplies, equipment, or misc. needs for your organizational meetings (this can include food for meetings).