



SUBMITTING AN SBC BUDGET REQUEST

Get funding for your student group!

FIGURE OUT WHAT YOU NEED



The SBC funds expenses that student groups incur as part of their operation. Our goal is to create a vibrant and active campus that is accessible to all students. What costs would your group like for the SBC to pay? Be sure to check our bylaws for guidance on what we do and do not fund.

START A BUDGET REQUEST



If you are your student group's financial manager, go to WesNest and sign in. Go to your student group's page and navigate to Manage Organization > Finance > Create New Request > Create Budget Request.

This can only be done while the budget period is open, which is typically Wednesday morning through Friday evening.

FILL OUT THE BUDGET REQUEST



The form will ask you several questions; answer to the best of your knowledge. It will ask you to enter the amount of money requested for each item you need. If you are requesting money for several events, it can all be done in the same budget request. However, make sure to create new budget sections when needed. Finally, include proof of expense, such as invoices, Expedia screenshots, etc.

WAIT TO HEAR BACK



The SBC meets every Monday evening. Depending on the nature of your request, you may be asked to quickly stop by to answer any questions. You should hear back from the SBC via a comment on the Budget Request by Tuesday afternoon.

If you have any questions, please don't hesitate to reach out!