Submit an ASLCSC Grant and Matching Funds Request



2 Click "Groups"



3 Find and select your group







5 Click "ASLCSC Grant and Matching Funds Requests"

	nating	Kerby Cole Undergraduate Student			No result found	i.				
= f	C -	ft Home LCS	C Soccer	Events					۹	
GROUP SECTIO	DN	🛯 Account	ing Boo	k						
DashboMembe	ard >	Budgets			Alle	ocations/Revenues		Expenses		Ξ
Emails	>	Club Spending Requ	ests			\$0.00		\$0.00		
Events	1 >	ASLCSC Grant and M	atching Funds	Requests		\$0.00		\$0.00		
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Files	ools >					N				

6 Click "Create Budget Request"



7 Select a "Budget Request Type"

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ROUP SECTION		ASLC	Please provide a detailed descript box below.	on of your request and the purpose of the event/activity/project, etc. in the description or comments 1 for consideration in th
Dashboard	>		Matching Funds Requests - Please	include your LC Deposit Slip using the upload button next to "Documents" below.
Members Emails	>		* Budget Request Type	Event
Events 11	>	ASLCS	* Title	
Surveys & Forms	s >		Description	
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Website	>			
	~		Documents	± Upload
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Budgeting Online Revenues		A	* Event Location	can be made
Stores			* Event Start Date	
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Click the "* Title" field and enter a title. This is a required field so you'll have to enter something.

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GRO	UP SECTION		ASLC	Please provide a detailed descrip box below.	tion of your request and the purpose of the event/activity/project, etc. in the description or comments	1 for consideration in the
٢	Dashboard	>		Matching Funds Requests - Pleas	se include your LC Deposit Slip using the upload button next to "Documents" below.	
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If you have multiple receipts or deposit slips to upload you can upload one here.

tion in the	on or comments	ption of your request and the purpose of the event/activity/project, etc. in the descript	Please provide a detailed describox below.	ASLC		OUP SECTION	GRO
		se include your LC Deposit Slip using the upload button next to "Documents" below.	Matching Funds Requests - Plea		>	Dashboard	٢
Cre]	Event	* Budget Request Type		>	Members	•
]	Panda Express Fundraiser	* Title	ASLCS	>	Events 11	
			Description		>	Surveys & Forms	Ê
udget Cl			ìr	Gr	>	Member Success	۲
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Quests, apr			MORE DETAILS			Accounting Book	
be made a]		A * Event Location	A		Budgeting Online Revenues	
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udg ques be m \$0 Pay		Event Panda Express Fundraiser Panda Express Fundraiser Upped Format: dd MMM yy Format: dd MMM yy Mumbers only, no decimals	* Budget Request Type * Title Description Documents MORE DETAILS * Event Location * Event Start Date Event End Date Expected Number of Attendees	Gr Gr TC \$0,i Func LCSC :	> > > ~	Emails Events (1) Surveys & Forms Member Success Website Money Accounting Book Budgeting Online Revenues Stores Download Files More Tools	1 1 3 3

Made with Scribe - https://scribehow.com

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

GROUP SECTIO	N	-			
② Dashbo	ard >	ASLC	* Budget Request Type	Event 🗸	1 for consideration in the
💄 Membe	rs >	**	* Title	Panda Express Fundraiser	• 0
🖬 Emails	>		Description		
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11 Click "Next"

	>	ASLC	* Budget Request Type	Event	1 for consideration in the spring semester.
	>	**	* Title	Panda Express Fundraiser	Create Budget Request
	>	-	Description		
	>	ASLCS			
s	>				
s	>	Gr	Documents	± Upload	Budget Closed
	>		MORE DETAILS		
_	~		* Event Location	Panda Express Lewiston	Deadline () Jun 1, 2025 12:00 AM
		A	* Event Start Date	28 Mar 25	No budget requests, approvals, payments can be made anymore.
				Format: dd MMM yy	
			* Event End Date	28 Mar 25	
		Тс		Format: dd MMM yy	
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		Func	Autoree	Numbers only, no decimals	Payments Approved
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12 Select "Other" as the "Item Type" for Grant and Matching Funds Requests.

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GROUP SECTION		ASLCS	For Grant Applica • Enter the d	tions ollar amount f	or each item typ	e being requested fro	m ASLCSC in the "Am	ount Requested" fiel	d. The total amount of	for consideration in the
② Dashboard	>		If applicable By Group"	e, enter the do	llated automatic Illar amount you	any. Ir RSCO will be contrib	uting to the event/act	ivity/project/etc. in t	he "Amount Financed	
Members	>	💥 E	 Provide a d 	etailed descrip	otion of the item	is you intend to use th	e requested funds for	in the "Notes" field.		G Cre
Emails	>		• Enter the d	ds ollar amount y	ou are asking A	SLCSC to match (up to	\$250 per semester) i	n the "Amount Reque	ested" field.	
Events	>	ASLCSC	 Leave the " 	Amount Finan	ced By Group" fi	ield empty.				
Surveys & Forms	; >					Amount				
Member Success	•	Gra	Item Type		Amount Requested	Financed By Group	Total Funds Needed	Notes		Budget Cl
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🖸 Money			Other		3 0	3 0	\$ 0	Notes	9	Dundling
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: More Tools	>	\$0.00 Funds No	eeded	S F	\$ 0.00 Requested		\$0.00 Approved		\$0.00 Payment Requests	\$0.00 Payments

13 Enter the amount you are requesting or the amount (up to \$250) that you are asking to be matched in "Amount Requested"

OROUP SECTION Dashboard Members Emails Events 1	> 20	For Grant Applicati Enter the do your request H applicable. By Group* fit Provide a de For Matching Fund Enter the do Leave the "A	ons Ilar amount for each item typ- will be calculated automatice enter the dollar amount you Id. tailed description of the item s Ilar amount you are asking AS mount Financed By Group ⁺ fir	e being requested fro Illy. RSCO will be contrib s you intend to use th SLCSC to match (up to eld empty.	m ASLCSC in the "Am uting to the event/act le requested funds for \$250 per semester) in	ount Requested" field. The total tivity/project/etc. in the "Amoun in the "Notes" field. n the "Amount Requested" field.	amount of for	consideration in the
Surveys & Forms Member Success	>	Gra Item Type	Amount Requested	Amount Financed By Group	Total Funds Needed	Notes		Budget Cl
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i More Tools	> F	0.00 unds Needed	\$0.00 Requested		\$0.00 Approved	\$0.00 Paymen	: Requests	\$0.00 Payments
	105	C Soccer Club						

14 Click "Next"

> > > >	ASLCS E ASLCSC	Enter the d your reque If applicabl By Group" Provide ad For Matching Fun Enter the d Leave the "	ollar amount for st will be calcula e, enter the dolla field. etailed descripti ds ollar amount you Amount Finance	each item type ted automatical ar amount your on of the items u are asking ASI d By Group" fie	being requested froi ly. RSCO will be contrib you intend to use th LCSC to match (up to Id empty.	m ASLCSC in the "Ame uting to the event/act e requested funds for \$250 per semester) ir	ount Requested" field. ivity/project/etc. in the in the "Notes" field. the "Amount Request	The total amount of "Amount Financed ed" field.	for consideration in the spring semester.
s > s >	Gra	item Type	Ar	nount equested	Amount Financed By Group	Total Funds Needed	Notes		Budget Closed
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	L Ap	+ Add item	Total	250.00	0.00	250.00			Deadline () Jun 1, 2025 12:00 AM No budget requests, approvals, payments can be made anymore.
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15 Select your club from this dropdown list.

	Kerby Cole Undergraduate			×	Stop Impersonating
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>	ASLCS	ASLCSC Grant Application/Fundr	aiser Match DRAFD	Save As PDF	for consideration in the spring semester.
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>	ASICS	Contact Information			
s >		RSCO: *	LCSC Soccer Club	- v	
s >	Gr	RSCO Advisor: *	Start typing and wait for suggestions		Budget Closed
> ~		Which ASLCSC funding request are you submitting? *	Grant Application		
	A	Remiest		Next »	Deadline () Jun 1, 2025 12:00 AM No budget requests, approvals, payments can be made anymore.
	Tot	als			
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16 Enter your advisor's name here.

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lember Success	>	Gr	RSCO Advisor: *	Start typing and wait fi	onsuggestions		Budget Closed
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loney	~			Fundraiser Match			Deadline (Q. Jun 1, 2025 12:00 A)
Accounting Book						Next »	No budget requests, approvals, pay
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17 Indicate which one you are applying for; Grant Application or Fundraiser Match

GROUP SECTION	n Ird >	ASLCS	ASLCSC Grant Application/Fundra	aiser Match ORAFT	Save As PDF	l for consideration in the
L Member	s >	🕂 E				G Cre
🖬 Emails	>	_	Contact Information			
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Member	Success >	Gr	RSCO Advisor: *	Kristin Myers \star		Budget Clo
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: More To	ols >	Fund	s Needed Requeste	d Approved	30.00 Payment Requests	\$0.00 Payments
		LCSC So	occer Club			

18 Click "Next »"

>	ASLCS	ASLCSC Grant Application/Fundra	aiser Match (DRAFT	Save As PDF	for consideration in the spring semester.
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>		Contact Information				
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s >		KSCO: *	LCSC Soccer Club		~	
s >	Gr	RSCO Advisor: *	Kristin Myers ×			Budget Closed
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>	\$0.00	0 \$0.00 Needed Requeste	d	\$0.00 Approved	\$0.00 Payment Requests	\$0.00 Payments Approved
	LCSC Soc	ccer Club	<u> </u>	Approved	rayment nequests	

19 Answer the question about entering your fundraiser in Do More.

You're impersonating	Kerby Cole Undergraduate		
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GROUP SECTION	ASLCS	ASLCSC Grant Application/Fundraiser Match DRAFT	for consideration in the
Members) 🐺 E		Cre
🖬 Emails	>	Fundraiser Match Information	
Events 1	> ASLCSC		
🖨 Surveys & Form	ns >	as an event in Do More?	
Member Succes	ss > Gr	Events that receive ASLCSC funding must be submitted in Do More unless otherwise approved by the Student Involvement Coordinator.	Budget Clo
Website	>	Comments:	
Money Accounting Bool	≁ k		Deadline 🔘 Jun 1, 20
Budgeting	A	RSCO Account Number: *	No budget requests, appi can be made an
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Download	Тс	space to upload a second deposit slip.	
Files More Tools	\$0.	Port Cubrit	\$0.00

20 Enter your RSCO account number.

•	Dashboard Members	>	ASICS ASLCSC Grant Application/Fundraiser Match ORAFT	😰 Save As PDF	for consideration in the
	Emails	>	Fundraiser Match Information		
	Events 🕦 Surveys & Forms	> >	ASLCSt Did you submit this fundraiser as an event in Do More? * No		
•	Member Success	>	Gr Events that receive ASLCSC funding must be submitted in Do Mor the Student Involvement Coordinator.	e unless otherwise approved by	Budget Clo
•	Money	> ~	Comments:		Deadline
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	Download Files		deposit slips here is another space to upload a second deposit slip.		
:	More Tools	>	\$0. Fun « Back	Submit	\$0.00 Payments
			LCSC Soccer Club		

21 If you need to upload receipts or deposit slips you can do that here. When you are done, click "Submit."

	> >		ASLCSC Grant Application/Fundr	aiser Match ORAFT	for consideration in the spring semester.
	>	ASICS	Fundraiser Match Infor	mation	
s	>		Did you submit this fundraiser as an event in Do More? *	YesNo	
s	>	Gr		Events that receive ASLCSC funding must be submitted in Do More unless otherwise approved the Student Involvement Coordinator.	by Budget Closed
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