

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The text is centered in a clean, sans-serif font.

How to Make a Contingency Request

Go to sacfunded.net and click the button to open SAC Online





Login

Welcome to SAC Online. Only authorized users may use this system.

Please enter your username and password to log in. If you need help, contact your SAC liaison.

Username:

Password:

Continue

Log in using the account credentials given to your club. If you do not know the account credentials, email your SAC Exec liaison.

Please review our funding policies and guidelines before you fill out your request!

Click on the budget request button in the side bar to bring up this screen

SAC Online

MENU

- Account Summary
- SAC Budget Brief
- ▶ Budget Request
- Contact SAC
- Historical Data / Change Year
- Messages
- Logout

Example Club Budget Request

Welcome to the online budget request process!

STEP ONE

Download the instructions:

Please download the SAC Funding Policies and Guidelines document below, and read it thoroughly before starting your budget request. If you have any questions, please [contact your SAC Exec Liaison](#).

[SAC Funding Policies and Guidelines](#)

STEP TWO

Complete your online budget request!

[Start the BudgetRequest Wizard >>>](#)

QUESTIONS ?

Please [contact your SAC Exec Liaison](#) if you have any questions.

Click on the budget request wizard to do anything related to budget requests

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Example Club Budget Request

BUDGET REQUEST WIZARD

Would you like to:

- Work on your budget request for next year (2019-2020):

[Create or edit my 2019-2020 Annual Budget Request >>>](#)

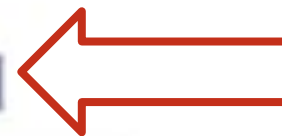
- Request contingency funding for this year (2018-2019):

[Create or edit my 2018-2019 Contingency Requests >>>](#)

- Review your past budget requests:

[View any of my Past Budget Requests >>>](#)

Click the middle button to create a new contingency request or edit an existing contingency request



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Example Club Contingency Requests for 2018-2019

Here are your contingency requests for 2018-2019.
Click on the name of a request to edit:

- [Contingency Example 1](#)
- [Contingency Example 2](#)

Or you can start a new request:

[Begin New ContingencyRequest >>>](#)

You can also review any of your completed budget requests
in your **budget request history**:

[View any of my PastBudget Requests >>>](#)



Create or
review your
requests

- Account Summary
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Example Club Contingency Request for 2018-2019 / General Information

Please begin your contingency request with the following general information:

Short Name for This Request:

Detailed Description of This Request:

Contact Name:

Contact Phone Number:

Contact E-Mail Address:

Continue to Activities

Cancel

Info of student who will be attending the meeting with SAC

Click this to continue after you've filled out the above

You will see a screen like this except you won't have activities yet. Click the "Add a new activity" button to add a new activity.

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Please enter the activities/events for this request.
Click the "Edit" button for each activity to edit that activity's expense and revenue items.
When finished, click "Generate Budget Request" to create your final request.

Activities:

Activity	SAC Expenses	Non-SAC Expenses	Revenue	Action	
Example Activity	\$200.00	\$0.00	\$0.00	Edit	Delete
Example 2	\$200.00	\$0.00	\$0.00	Edit	Delete

Add a New Activity

Please enter the following information about this activity:

Activity Name:

Description:

When are you planning on holding this activity?

Where are you planning on holding this activity?

How many people do you expect to participate?

Save Changes

Cancel

Fill out the activity's info. Click "save changes" to have the option to add individual item requests.

Where are you planning on holding this activity?

How many people do you expect to participate?

Save Changes

Cancel

Line Items For This Activity:

There are no items defined for this activity. Please click below to add your first item.

Add a New Item

Return to Activity List

Shows up after you click the "save changes" button above

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This item is for the "Example 3" activity. Please enter the following information about this item:

Item Name:

Description:

Category:

Total Cost: \$

Include a breakdown of the cost in the description, if applicable.

Save Changes

Cancel

Activity	SAC Expenses	Non-SAC Expenses	Revenue	Action	
Example Activity	\$200.00	\$0.00	\$0.00	Edit	Delete
Example 2	\$200.00	\$0.00	\$0.00	Edit	Delete
Example 3	\$200.00	\$0.00	\$0.00	Edit	Delete

[Add a New Activity](#)

Request Summary:

Total SAC Request	
Total	\$600.00

SAC Budget Categories	
Category	Total
Communications	\$0.00
Costumes	\$0.00
Digital Advertising	\$0.00
Dues(National)	\$0.00
Equipment/Supplies	\$200.00
Facilities/Security	\$0.00
Honoraria/Services	\$200.00
Photocopies/Printing/Publicity	\$200.00
Production	\$0.00
Travel/Conference Fees	\$0.00

Other Categories	
Category	Total
Non-SAC Expense	\$0.00
Revenue	\$0.00

[Return to General Information](#)
[Generate Budget Request](#)
[Cancel](#)

After you are done your request, click the “generate budget request” button to upload your request. After you submit your request, **make sure to schedule a meeting** with the SAC board. You can review/edit what you submitted. See next slide.

If you are a PAC group, your PAC advisor must approve the request before you can schedule a meeting with SAC

You can schedule a meeting by emailing meeting@sacfunded.net

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Example Club Budget Request

BUDGET REQUEST WIZARD

Would you like to:

- Work on your budget request for **next year** (2019-2020):

[Create or edit my 2019-2020 Annual Budget Request >>>](#)

- Request contingency funding for **this year** (2018-2019):

[Create or edit my 2018-2019 Contingency Requests >>>](#)

- Review your **past budget requests**:

[View any of my Past Budget Requests >>>](#)

Click the relevant button to review/edit past requests that your club has submitted.

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Example Club Budget Request

BUDGET REQUEST HISTORY

Click on a budget request to view details:

- [2019-2020 Annual Budget Request](#)
- [2018-2019 Annual Budget Request](#)
- [2018-2019 Contingency Request - Example 1](#)
- [2017-2018 Annual Budget Request](#)
- [2017-2018 Contingency Request - Example 2](#)
- [2017-2018 Contingency Request - Example 3](#)
- [2017-2018 Contingency Request - Example 4](#)
- [2016-2017 Annual Budget Request](#)
- [2016-2017 Contingency Request - Example 4.5](#)
- [2016-2017 Contingency Request - Example 5](#)
- [2016-2017 Contingency Request - Example 6](#)
- [2015-2016 Contingency Request - Example 7](#)

You get this screen if you clicked the view button.

Open the request with the request name you submitted and you will see the same thing that SAC sees during the meeting.

You can also refer to past requests for how to write your current request if you don't know how to write one.