

Allocations are the official way to request funding from SFAB. Use this guide as a reference for submitting an allocation request through Presence.

Step 1: Access Presence Finance

Log into Presence (clayton.presence.io)

- Click the profile icon in the upper right corner.
- Open the Admin Dashboard.
- Select the Finance icon (\$) from the left navigation.
- In the upper-right corner, click the drop-down menu titled CREATE.
- Select Allocation from the CREATE drop-down menu.

Step 2: Complete the Allocation Form

- **SFAB Request Section**
Use this section to enter your funding request.
 - Create one line for each program, initiative, travel, etc.
 - To add another line to your request, click the ADD button in the upper-right corner of the SFAB Request section.
 - For each line, select the appropriate BUDGET for the funds to be allocated. (Events, Travel, or Operations)
 - To view all available budget options, click the + icon next to the budget field
- Upload any documents that support your request, such as quotes, estimates, invoices, or other required documentation.

Step 3: Review and Submit

Review all information for accuracy

- Verify each line is allocated to the correct BUDGET.
- Confirm all supporting documentation is attached.
 - Providing detailed supporting documentation helps SFAB evaluate your request and may increase the likelihood of receiving full funding.
- Submit the allocation request for review.
 - Upper right corner of the form.

Things to Remember

- Your organization must be registered with the Department of Laker Life for the academic year in which funding is requested.
- Organizations that have not completed all required registration and training are not eligible to submit SFAB funding requests.
- All purchases made through an approved SFAB allocation will be processed by the Department of Laker Life. **Student organizations may not purchase items directly for reimbursement.**
- Organizations may request up to **\$1,500 in SFAB funding each academic year**. Organizations that co-sponsor an event with at least two (2) other registered student organizations may be eligible for one additional SFAB funding opportunity during the academic year.
- Organizations may request funding for one or more of the following categorizations:
 - Speakers/Entertainment – Speaker Honorariums (**limited to \$150**), Workshops, Lectures, Forums, DJ, Rental of Licensed Media, Event Contracts.
 - Event Production – Decorations, Promotional Items, Rented Resources, Awards (Plaques, certificates, trophies)
 - Organization Support- Branding Materials (T-Shirts, tablecloths, pens etc.) (**limited to \$300**)
 - Travel- Conference Attendance (Professional Development/Leadership Opportunities), Shuttle



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Services, Volunteer Opportunities **(limited to \$1000)**

- Other – Organizations may request funds for operating expenses that do not appear on this list if they are not prohibited; a rationale for inclusion will be required.
- Requests for food at events where food is the primary purpose of the event will not be awarded (i.e. banquets, dinners, etc.)
- All groups applying for funding must advertise their event through the University and select a marketing plan that will reasonably advertise the event to CSU students, who may not be members of the organization.