

Online Media Funding Request Instructions

UPAC funding requests will now all be submitted online! Follow these instructions to fill out your request for media funding.

ORGCENTRAL



Contact UPAC:

- 208 HUB-Robeson Center, University Park, PA 16802
- 814 – 863 – 8951
- upac@psu.edu
- upac.psu.edu

YOU ARE NOT TO START ANY PROCESS THAT WILL COMMIT YOU FINANCIALLY UNTIL YOU HAVE BEEN APPROVED FOR FUNDING

Starting Your Request Online

- Log into OrgCentral at psu.campuslabs.com/engage
- In the top right corner, click the sliders and select “Manage.”
 - Scroll down to “My Memberships” and select your student organization.
- In the top left corner, click the stack button and choose “Finance.”
 - Click the blue “Create new request” button and select “Create budget request.”
 - Choose “UPAC Media Funding Request.”

Media Publication Disclaimer Form

To be reimbursed for media expenses, you’ll need to submit a Media Publication Disclaimer Form showing that you’ve included the necessary disclaimers on your publication.

- Media Publication Disclaimer Form - orgcentral.psu.edu/submitter/form/start/262428

Purchasing Media

Once you’ve received an allocation letter from UPAC and have submitted all necessary information (e.g. Media Publication Disclaimer Form), you’ll work with the Associated Student Activities Office in 240 HUB to purchase UPAC-funded media items.

Other Help Resources

- For more information and tutorials on filling out Media Funding Requests, check the Media Funding page on UPAC’s website at pennstateupac.org/media
- To download the UPAC logo for use in your publication, check the Download Our Logo page on UPAC’s website at pennstateupac.org/logo
- For information on UPAC’s allocating policies, check the UPAC Requestor Handbook at pennstateupac.org/handbook-2

Requesting Funding

- Enter a title and brief description of your request
- Read the “Welcome and Instructions” page
- Fill out the “General Information” page
 - Organization information
 - Requestor information
 - Board of Directors and contact information
 - General description of requested media materials
 - Four disclaimers
- Fill out the “Media Funding Request Questions” page
 - Organization mission statement
 - What are the total media production costs and a breakdown of the costs per distribution?
 - What is the total number of distributions this request will support?
 - What is your reason and justification for generating and/or distributing this media content?
 - What is the need for each item requested, and how is it essential to your organization’s mission?
 - How, where, and by what method do you plan to distribute the media?
 - Will you be charging for advertisements associated with this media request? If so, how will the income be used?
- Affirm your understanding of the four “Media Request Disclaimers”

Specific disclaimers must be included on all UPAC-funded media. Additionally, a proof of the media showing the disclaimers must be given to UPAC before funds are released, and a final version of each publication must be given to UPAC.
- Fill out your Media Funding Request

List all media items you’re requesting from UPAC. Attach quotes to substantiate the cost of items. In the description of each item, include the following:

 - Per-item rate
 - Number of items requested
 - Total cost of the line item
 - Priority of funding