Online Program Funding Request Instructions

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

Contact UPAC:

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

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

Program Registration

Before requesting program funding from UPAC, you must go through the program registration process:

- Event registration on 25Live – registrar.psu.edu/collegenet
- Program registration meeting with an adviser – schedule with Events Management in 125 HUB

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 Program Funding Request.”

Requesting Funding

1. Enter a title and brief description of your request
2. Read the “Welcome and Instructions” page
3. Enter contact and organization information on the “Organization and Requestor Information” page
4. Fill out the “General Program Information” page
   - 25Live confirmation number
   - Event name, date, and location
   - Request submission deadline
   - Four disclaimers
5. Fill out the “Program Funding Information” page
   - Expected attendance
   - Admission fees
   - Organization Inventory Form if requesting costumes, props, or equipment
   - Facility expenses
   - Equipment and additional expenses

Organization Inventory Form

If you’re requesting costumes or props, you’ll need to submit an Organization Inventory Form and proof of University-approved storage space.

- Organization Inventory Form - psu.campuslabs.com/engage/submitter/form/start/255205

Other Help Resources

- For more information and tutorials on filling out Program Funding Requests, check the Program Funding page on UPAC’s website at pennstateupac.org/programs
- For information on UPAC’s allocating policies, check the UPAC Requestor Handbook at pennstateupac.org/handbook-2

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