

# 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.

**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**



## Program Registration

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

- Event registration on 25Live – [registrar.psu.edu/collegenet](http://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](http://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.”



## 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](http://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](http://pennstateupac.org/programs)
- For information on UPAC’s allocating policies, check the UPAC Requestor Handbook at [pennstateupac.org/handbook-2](http://pennstateupac.org/handbook-2)

## Requesting Funding

- Enter a title and brief description of your request
- Read the “Welcome and Instructions” page
- Enter contact and organization information on the “Organization and Requestor Information” page
- Fill out the “General Program Information” page
  - 25Live confirmation number
  - Event name, date, and location
  - Request submission deadline
  - Four disclaimers
- Fill out the “Program Funding Information” page
  - Expected attendance
  - Admission fees
  - Organization Inventory Form if requesting costumes, props, or equipment
- Fill out the “Program Experience Questions” page
  - How does this program enhance student life and the out-of-class or co-curricular experience at University Park? Please describe your program in detail, including a schedule.
  - Is this program open to all University Park students - yes or no? If no, please explain.
  - Provide an itemized **total budget** showing all expenses related to your program, including those not being requested from UPAC. Please enter a link to a publicly-viewable document (e.g. Google sheet, box document).
  - Please enter your program's total cost (substantiated by the complete program budget).
- Fill out your program funding request
  - Honoraria expenses – Performer’s fees, etc.
  - Honoraria transportation expenses – Travel from a performer’s hometown to State College, etc.
  - Honoraria lodging expenses – Hotel costs for a performer
  - Facility expenses – Venue rental and set-up costs
  - Equipment and additional expenses – Sound equipment, costumes, props, etc.