

OTFR Road Map

Step 1: Use the OTFR Excel Template from the web or the SGA campus groups page and fill out how much funding is needed. Use the travel cost calculation if necessary.

Step 2: Email the SGA Treasurer the filled-out OTFR Excel sheet and make a one-time funding request in campus groups. The SGA Treasurer must receive a copy of the Excel Sheet via email.

Step 3: Come to the next finance committee meeting, which takes place every other Monday (Week 2, 4, 6, 8, 10) at 7:00 PM, in the Myers building.

- **Important: The SGA Treasurer must receive a copy of the Excel Sheet by Friday before the upcoming finance committee meeting described in STEP 3.**

Step 4: Present the OTFR Excel Sheet in front of the Finance Committee, explaining why the funding is needed, the plan to spend, etc.

Step 5: If approved by the finance committee, attend the Senate meeting that occurs two business days after the finance committee meeting (Wednesday of that week).

Step 6: If the Senate approves the OTFR, then the funding is approved. From here, the SGA Treasurer will guide you through the next step.

- **Warning: The final amount of funding approved may vary depending on what the Finance Committee and the Senate decide. i.e., both meetings can approve different amounts than what was initially requested.**

If questions: Please get in touch with the SGA Treasurer