

## **Contingency Application Guide**

1. Open the following document and make a copy of the document within your own Google account. [Contingency Application](#)
2. Fill out all of the necessary information on the top of the first page. To find this information, log into Arches and click on Financial Management on the main menu. Next click on Finance Query to see your account number as well as expenses you have so far for the year which will help you fill out the later sections.
3. When filling out the “Contingency Funds Being Requested” section, please be as specific as possible about what you are requesting by listing the description, quantity and purpose of each item. Please see Article 4 of the SGA Bylaws to see what items the Senate can and cannot fund for your organization. The Bylaws can be found [here](#).
4. For the “Received Funds to Date for Fiscal Year” section, access your student group’s Arches account by:
  - a. Logging into Arches
  - b. Select “Financial Management” on the main screen
  - c. Select “Finance Query” on the Financial Management Overview screen
    - 1) For more advanced information, select “Filter”
    - 2) To find a specific organization, select “Department” and enter the 6th-10th digit of your groups account number
    - 3) Clicking “Submit”
  - f. The organization name and account number should appear under “GL Account”
    1. Group’s initial annual budget should be listed under “Budget”

2. Group's expenditures should be listed under "Actuals"
  3. Group's leftover amount should be listed under "Remaining"
- g. Some groups may have a row called "Fund Carryover UR/Desig Gifts UR." If any amount is listed in this row, please make note of that on the application under "Additional funds available"
- h. \*For more detailed information, click on your organization's name:  
"Your Organization's Name: General Expense" \*
- i. The amount listed in the row called "Actuals  
MM/DD/YYYY-MM/DD/YYYY" reflects the total expenditures of your organization.
- j. Further down, the amount listed in the row called "Budget" is the budget that was allocated to your organization for the current academic year
5. For the **"Itemized Expenses to Date for Fiscal Year"** section, please follow the steps above, until step i. Provide a detailed explanation of all charges on the account. Please also provide the most up to date information, including expenses that may not have shown up on Arches yet.
6. Answer the questions listed below the itemized expenses chart.
7. Once the application is completed, email it to [sga@augustana.edu](mailto:sga@augustana.edu). A member of the Executive Board will review your application and suggest any possible edits.
8. Once the contingency application is ready to be brought to the Senate, the Speaker of the Senate will work with your organization to pick a date for you to present your application to the Senate.
9. When preparing for your presentation to the Senate, please limit your presentation to no more than 5 minutes. If your organization chooses to present with a powerpoint presentation, please share it with [sga@augustana.edu](mailto:sga@augustana.edu) before the scheduled presentation time.

10. When you arrive at the Senate meeting, please check in with the Speaker or a member of the Executive Board before the meeting begins.
11. After the presentation, you will receive an email from the SGA Treasurer who will inform you of any funds granted and provide you a timeline on accessing the funds.

Contact your group's SGA liaison or send an email to [sga@augustana.edu](mailto:sga@augustana.edu) to express your interest in submitting a contingency request. Both will be able to assist you with the steps in the contingency application process.