1. SAC Policy Reminders

Come to our GBMs!

- If you miss them and get derecognized, you won’t be able to access your account or come in for contingency funding
- You also take a 10% cut to your University bank account
- This can jeopardize your group activities

If you need to apply for contingency funding, do that ASAP!

- We need a headstart on processing your applications
- No retroactive funding

SAC doesn’t fund a decent amount of things, but there are alternatives!

- [PennCFA.com](http://PennCFA.com)
1. **A. Show Funding**

SAC covers all the facilities costs that you will incur from your shows!

- You should not have to pay these and you shouldn’t need to process them
- If they are applied to your account, don’t worry about it! We pay for any PAC-recognized group that is also SAC-recognized.

HOWEVER, we do ask for something in return: 20% of your show’s revenues

- We will arrange payment of this to us en masse at the end of each semester
- So you don’t need to be worried about figuring out the financial logistics
- But you should all be aware that this will happen, and you’ll be asked to report your profits on a form at some point
2. Transfering Funds

Use your existing funds to purchase things before you request more!

To transfer funds internally, request a transfer from your Exec liaison
3. Contingency Funding

You can request funding for your in-person programming!

- This is granted on a per-group per-event basis
- Consult our Financial Guidelines before you apply! You can always reach out to me or your Exec liaison with questions.

We’re looking to fund things like:

- Sets
- Costumes
- Instructor fees for eligible groups (covered at 50%)
How to submit a contingency request

<table>
<thead>
<tr>
<th>SAC Budget Categories</th>
<th>Amount Budgeted</th>
<th>Amount Spent</th>
<th>Available Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues / Deductions from Revenues</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Available Before Non-SAC Expenses</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-SAC Expenses</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Spent on Non-SAC Expenses</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount Available Before Non-SAC Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Spent on Non-SAC Expenses</td>
<td>$0.00</td>
</tr>
<tr>
<td>Amount Available for Non-SAC Expenses</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Click on an underlined category for details.
How to submit a contingency request

**Mask & Wig Budget Request**

Welcome to the online budget request process!

**STEP ONE**

Download the instructions:

Please download the SAC Funding Policies and Guidelines document below, and read it thoroughly before starting your budget request. If you have any questions, please contact your SAC Exec Liaison.

[SAC Funding Policies and Guidelines]

**STEP TWO**

Complete your online budget request!

[Start the BudgetRequest Wizard]

**QUESTIONS ?**

Please contact your SAC Exec Liaison if you have any questions.
How to submit a contingency request

Mask & Wig
Contingency Requests for 2021-2022

You have no contingency requests on file for 2021-2022.

Begin New Contingency/Request >>>

You can also review any of your completed budget requests in your budget request history:

View any of my Past Budget Requests >>>

Short Name for This Request: Example Request
Detailed Description of This Request: This is an example
Activity Name: Fall Show
Description: Supplies for our fall production
When are you planning on holding this activity?: 10/20-10/23
Where are you planning on holding this activity?: IGT
How many people do you expect to participate?: 50

Contact Name: Grayson Peters
Contact Phone Number: 6159251726
Contact E-Mail Address: petersgl@sas.upenn.edu

Line Items For This Activity:

There are no items defined for this activity. Please click below to add your first item.

Add a New Item
Return to Activity List

Continue to Activities
Cancel
How to submit a contingency request

Item Name: Costumes
Description: Costumes for 17 cast members
Category: Costumes
Total Cost: $499

Include a breakdown of the cost in the description, if applicable.

Note: if the cost of this item exceeds $500, you will be required to provide price quotes from three suppliers.
How to submit a contingency request

Please enter the following information about this activity:

- **Activity Name:** Fall Show
- **Description:** Supplies for our fall production
- **When are you planning on holding this activity?** 10/20-10/23
- **Where are you planning on holding this activity?** IGT
- **How many people do you expect to participate?** 50

**Line Items For This Activity:**

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Category</th>
<th>Cost/Amount</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Costumes</td>
<td>Costumes</td>
<td>$499.00</td>
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[Save Changes] [Cancel]
How to submit a contingency request

<table>
<thead>
<tr>
<th>Activities:</th>
<th>SAC Expenses</th>
<th>Non-SAC Expenses</th>
<th>Revenue</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>Fall Show</td>
<td>$499.00</td>
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<td>$0.00</td>
<td>Edit</td>
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</table>

Add a New Activity

Request Summary:

<table>
<thead>
<tr>
<th>Total SAC Request</th>
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</table>

<table>
<thead>
<tr>
<th>SAC Budget Categories</th>
<th>Category</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Costumes</td>
<td></td>
<td>$499.00</td>
</tr>
<tr>
<td>Digital Advertising</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Dues(National)</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Equipment/Supplies</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Facilities/Security</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Honoraria/Services</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Photocopies/Printing/Publicity</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Production</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Travel/Conference Fees</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Other Categories</th>
<th>Category</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Non-SAC Expense</td>
<td></td>
<td>$0.00</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Return to General Information  Generate Budget Request  Cancel
How to submit a contingency request

Please review this request carefully. If you wish to make any changes, simply close this window to return to SAC Online.

PLEASE NOTE: This request must be approved by Laurie McCall before it can be reviewed by SAC Exec. Please click here to contact your Budget Request Approver and submit your budget for approval. Refer to your budget request number: 4301

If you have completed your request please e-mail exec@sacfundeds.net to schedule a meeting time with the SAC EXEC BOARD.

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**Mask & Wig --- Arts - performance (Contingency 2021-2022) 4301**

**Contact:** Grayson Peters Phone: 6159251726 E-Mail: petersgl@sas.upenn.edu

**Description:** [This is an example]

**Budget Request:** Total SAC Request $499.00

- Communications $0.00
- Costumes $499.00
- Digital Advertising $0.00
- Dues(National) $0.00
- Equipment/Supplies $0.00
- Facilities/Security $0.00
- Honoraria/Services $0.00
- Photocopies/Printing/Publicity $0.00
- Production $0.00
- Travel/Conference Fees $0.00
- Non-SAC Expense $0.00
- Revenue $0.00

**Advisor Approval:** This request has not been approved. Approval by Laurie McCall is required before this budget request can be considered.
Questions? Followup?

You can email me!

Chair@sacfundated.net