

# SGA AFAP Application User Guide

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## Home Page



After logging in to the AFAP application website (at <http://afap.osusga.com/>), the home page will appear. It has a number of links which will be helpful in filling out the application:

- Application for the following academic year, to be discussed later.
- Previous years' application
  - Here, you can find applications your organization has submitted in previous years. This is a valuable resource in filling out your application, as applications do not typically change significantly from year to year.
  - If one does not exist for the 2010 – 2011 academic year yet your organization submitted one, contact the SGA office.
- Change your contact preferences
  - Here, you can change who, if anyone, from your organization is to receive mass emails for the current application process. If your organization doesn't wish to apply for funding, you can safely deselect all three contacts.
  - If any name or email address on this page is incorrect, correct it in CampusLink and notify SGA.
- Change your password

## Organization Information

The screenshot shows a web browser window with the address bar displaying 'afap.osusga.com/application/2011/'. The page title is 'Activity Fee Allocation Process'. Below the title, the section 'Organizational information' is displayed. The form contains the following fields and values:

President	Bill Good <wgood@okstate.edu> (555-555-5555)
Phone number:	555-555-5555
Treasurer	Bill Good <wgood@okstate.edu> (555-555-5555)
Phone number:	555-555-5555
Advisor	Bill Good <wgood@okstate.edu> (555-555-5555)
Constituency group	College of Arts and Sciences
Number of members:	0
Dues:	0
Anticipated new members:	0
Purpose:	<div></div> <div></div>

The organization information page collects information about your organization useful to the AFAP process and to the hearing committees for a general overview of your organization.

1. President
  - a. Your organization's president, imported from CampusLink. If this is incorrect, update CampusLink and notify SGA.
2. Phone number
  - a. A phone number at which your organization's president is reachable. **One of either the president or the treasurer must have a phone number on file.**
3. Treasurer
  - a. Your organization's treasurer, imported from CampusLink. If this is incorrect, update CampusLink and notify SGA.
4. Phone number
  - a. A phone number at which your organization's treasurer is reachable. **One of either the president or the treasurer must have a phone number on file.**
5. Advisor
  - a. Your organization's advisor, imported from CampusLink. If this is incorrect, update CampusLink and notify SGA.

6. Constituency Group

- a. This is the grouping of groups your organization has been placed in for the purpose of the AFAP hearings. This will typically be the academic college your group is associated with, or another applicable grouping if your organization isn't associated with a particular college.
- b. Contact SGA if you believe this is in error.

7. Number of members

- a. The number of student members your organization currently has, including undergraduate and graduate students.

8. Dues

- a. The amount of dues collected per member.
- b. If your organization does not collect dues, leave this as zero.
- c. Note that **this is not calculated into your budget request!** Dues income must be entered separately there.

9. Anticipated new member

- a. The number of new members you expect your organization to gain in the next academic year. If you expect to not gain members (either to stay at your current membership levels or to lose members), leave this as zero.

10. Purpose

- a. The purpose of your organization.

11. Membership requirements

- a. Any requirements made for a student to become a member of your organization.

12. Notes

- a. Any additional information you wish to be included in your AFAP application.

## Budget Request

Category	Amount
Balance forward:	<input type="text" value="0"/>
AFAP Income:	<input type="text" value="0"/>
<input type="button" value="Save"/>	
<a href="#">Current Year</a>	0
<a href="#">Conferences</a>	0
<a href="#">Food</a>	0
<a href="#">Miscellaneous</a>	0
<b>Sum</b>	<b>0</b>
<b>Request</b>	<b>0</b>

The budget request determines your organization's financial need for the upcoming academic year, and dictates the amount of money your organization is requesting from your AFAP hearing committee.

1. Balance forward
  - a. This is the amount of money your organization brought forward from the previous academic year into the current one. This may be found on any of your FBM reports (attainable from your advisor or someone in your advisor's department) from the current year as "YR END BAL FORWARD".
2. AFAP Income
  - a. This is the amount of money you were allocated by the AFAP process the previous academic year.
  - b. If you're unsure of this amount, contact SGA.
3. Save
  - a. Use the save button to save changes to the above two fields.

The remainder of the budget request is broken up into categories. First, it collects your information from the current academic year, and then collects information on your planned budget for the next academic year.

Budget Request for 2011 ...

afap.osusga.com/budgetrequest/2011/1

## Activity Fee Allocation Process

### Current Year

All income and expenses in the current year.  
Press the "Save" button for additional lines.

Description	Amount (\$)	Income	Delete
Dues	500	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Zoo trip	300	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Total for Current Year</b>	<b>-200</b>		

[Back to budget request](#)

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1. Current Year
  - a. Here, record all your expenses and income for the current year, **including anticipated items through the end of the current academic year.**
  - b. For income items (such as member dues), check the income box for the line.
  - c. If you want to delete a line, check the delete box for that line and save.
  - d. To save your changes, press the save button.
  - e. If you need additional lines, save your changes and 10 additional lines will be made.

The remaining categories (**Conferences, Food, and Miscellaneous**) are used to detail your organization's budget for the next academic year. Lines are entered in the same manner as the "Current Year" page. See each page for specific details about each category.

After entering your information for the current and next years, the bottom of the budget request page will have a "Sum" and "Request" amount. This is the total sum of all your expenses minus your income (a negative amount here indicates the income you've entered is greater than the expenses you've entered). **If the sum is less than zero, your requested amount will be zero and your organization will be considered to not be requesting any funding from AFAP.**

## Signatures

The screenshot shows a web browser window with the address bar displaying "afap.osusga.com/signatures/2011/". The page has a navigation bar with links: Home, Application, Budget Request, Signatures, and Logout. The main header features the SGA logo (Oklahoma Student Government Association) and the text "OKLAHOMA STATE SGA". Below the header, the section is titled "Activity Fee Allocation Process". A table shows the approval status for Bill Good (president, treasurer, advisor). The table has four columns: Approver, Approved, Approved at, and Notes. The row for Bill Good shows "No" in the Approved column and "N/A" in the Approved at column. Below the table is a button labeled "Request approval by email". Underneath the button is a section titled "Notes on the signatures" with a bulleted list of instructions.

Approver	Approved	Approved at	Notes
Bill Good (president, treasurer, advisor)	No	N/A	

[Request approval by email](#)

### Notes on the signatures

- The AFAP application is required to be approved by the organization's president, treasurer and advisor.
- When your organization has completed the application, use the "Request approval by email" button to request approval of your application from your officers. Your officers will each receive an email with a unique link to a web page where they can view the application, approve it and make any comments about the application.
- All of the above approvers must approve the application for an application to be considered. If one of the above officers is unable to complete this process or is no longer with the organization, please contact the SGA office.
- This replaces paper signatures required with previous years' applications.

After completing the organization information and budget request pages, the application must be approved by the organization president, treasurer and advisor. This is done by sending each of these people an email containing a link where they can review and approve the application. When you are ready to have your application approved, use the "Request approval by email" button to generate and send these emails.