HOW TO SUBMIT A NEW SOFA REQUEST:

Only an officer of a student organization may submit a SOFA funding request.

1. Go to involvement.und.edu (If your organization is registered go to that site. If your organization is not registered then you must register it through the site.)
   a. Note: the registration process is also your current semester roster card.
   b. The treasurer of your organization must also complete the Treasurer’s Workshop prior to requesting SOFA funding. http://und.edu/student-life/student-involvement/student-organizations/workshops.cfm
   c. Note: Your organization must also be in a UND recognized student organization in good standing (contact the Student Involvement & Leadership Office for further details).

2. Log in and Click “Finance” on the left hand side menu.

3. Then in the upper right hand corner click “Create Funding Request.”

4. Read the instructions carefully and follow the steps below on the request.
   a. Note: ALL SOFA requests are now on one form.
   b. Once your SOFA request is submitted a SOFA liaison will contact you to review your request and provide further instruction.

5. Your request will be held in a pending status, and will be heard two meetings from the date of its submission.