

# How to Request a New SOFA Request

## 1. Go to [involvement.und.edu](http://involvement.und.edu)

Note: Your student organization must be officially recognized by UND and in good standing (contact the Student Involvement Office for further details). (701)777-4200



## 2. Log in and click on your organization's icon

The button is on the left side bar (it is a small circle with a gear icon when you hover over it). Next, click the icon and select the "Finance" option from the drop-down menu.



## 3. Create Funding Request

On the top right corner, click the blue "Create Funding Request" button.



## 4. Read the instructions carefully and follow the steps below

- a. Note: All SOFA requests are submitted using ONE form online
- b. Once your SOFA request is submitted, a SOFA liaison will contact you to review your request and provide further instructions!

## SOFA Meeting

Your request will be held in a pending status for one weekly meeting and be heard by SOFA at the following weekly meeting (contact SOFA for further details)! [und.sofa@und.edu](mailto:und.sofa@und.edu)

