

# Requesting Assistance to Student Groups (ASG) funds:

1. Open the Campus Connection [Assistance to Student Groups \(ASG\) Request Form](#). This will require you to login to the Campus Connection system with your University ID and Password.

2. Download [the ASG Itemized Request Template](#). Please note that this is a Microsoft Excel document. **DO NOT CONVERT IT TO A GOOGLE SPREADSHEET.**

	A	B	C	D	E	F	G	
1		Organization:	Activity:			Classification		
2								
3								
4		<b>Itemized Expenses</b> please provide quotes for any items you plan to purchase from an outside vendor						
5		Item	Units	Rate	Total	AFRC %	Adjusted Total	
6	1				\$0.00		\$0.00	
7	2				\$0.00		\$0.00	
8	3				\$0.00		\$0.00	
9	4				\$0.00		\$0.00	
10	5				\$0.00		\$0.00	
11	6				\$0.00		\$0.00	
12	7				\$0.00		\$0.00	
13		TOTAL EXPENSES (Sum: Lines 1 thru 7)				\$0.00		\$0.00
14								
15		<b>Itemized Income</b>						
16		Item	Units	Rate	Total			
17	9				\$0.00			
18	10				\$0.00			
19	11				\$0.00			
20	12				\$0.00			
21		TOTAL INCOME (Sum: Lines 9 thru 12)				\$0.00		
22								
23		<b>Co-sponsorships / Fundraising to Come</b>						
24		Item			Total			
25	14							
26	15							
27	16							
28		TOTAL ASSISTANCE (Sum: Lines 14 thru 16)				\$0.00		
29								
30		<b>Organization Contribution</b>						
31	18	Current Organization Assets (current account balance)						
32	19	Reservations (other things the org is saving money for)						
33	20							
34	21	TOTAL ASSETS (Difference: Line 18 - Lines 19+20)				\$0.00		
35								
36	22	TOTAL FUNDS AVAILABLE (Sum: Lines 13+17+21)				\$0.00		
37								
38	23	TOTAL REQUEST (Difference: Line 8 - Line 22)				\$0.00		
39								
40	24	Expected Number of Participants						
41	25	Total Expense per Participant				#DIV/0!		
42	26	Requested Funding per Participant				#DIV/0!		
43								

**Student Organizations:**  
Complete the non-shaded boxes for your request.

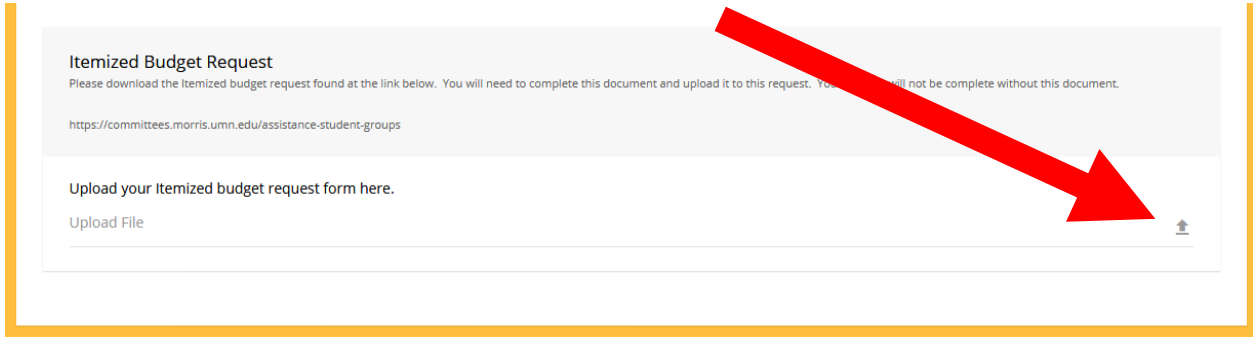
Please also complete the ASG request form in the Campus Connection system:

<https://morris-umn.presence.io/form/assistance-to-student-groups-asg-request-form>

**Questions?**

See the AFRC website at:  
<https://committees.morris.umn.edu/activity-fee-review-committee-afrc>

3. Complete both forms. Please be as detailed as possible in your responses to narrative questions and itemized expenses and income in the excel template.
4. Save your ASG Itemized Request Template to your local hard drive and add your groups name and the current date to the name of the file. Upload this document to the bottom of that Assistance to Student Groups Request Form in Campus Connections



**Itemized Budget Request**  
Please download the Itemized budget request found at the link below. You will need to complete this document and upload it to this request. Your request will not be complete without this document.  
<https://committees.morris.umn.edu/assistance-student-groups>

Upload your Itemized budget request form here.

Upload File 