



Student Organization
Funding Agency
A Division of Student Government

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

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 the “**Manage Organization**” button. Next, select “**Finance**” from the drop-down menu.
3. In the top-right corner click “**Create Funding Request.**”
4. Read the instructions carefully and follow the steps below on the request.
 - 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 instruction.**
5. **Your request will be held in a pending status for one weekly meeting and be heard by SOFA at the following weekly meeting (contact Student Government for further details). 701-777-1695**