

How to find RSO finance forms in ENGAGE: Goucher

1. Go to goucher.presence.io to access the ENGAGE: Goucher website



- Profile
- Admin Dashboard
- Sitemap
- Logout

2. Select the person icon, and then select Admin Dashboard

(This option will only be available to people listed as officers of RSOs in ENGAGE: Goucher)

Goucher, your one-stop to see what's happening on campus!

Student Organizations (RSO) and find out what's going on around campus.

Organizations

See More

CREATE ORGANIZATION

Organizations on campus.



Student Athlete Advisory Co...



The Preface

- + CREATE
- DASHBOARD
- FORMS
- ORGANIZATIONS
- EVENTS
- FINANCE**
- ANALYTICS
- PEOPLE
- NUDGES

Action Items



3. Select the Finance option to navigate to the Finance tab

- [Action Item]

38 Organizations	142 Organization Members	17 Upcoming Events	18 Monthly Unique Attendees	1% Students Attended Events
5% Active Students (30 Days)		158 Form Responses		

4. Click on create, and then select either Allocation, Expenditure, or Reconciliation depending on which form you are looking for

AVAILABLE ▾

ALLOCATED ▾

Account

⋮

⋮

⋮

Create Allocation

This form is for RSOs to submit requests for allocation from SGA.

All allocation requests must be approved by the SGA Senate which meets weekly on Wednesday evenings at 7:30. RSOs may not submit expenditure requests until they have submitted an allocation request and gotten it approved. The maximum amount an RSO is allowed to request is \$2,600, which is for the entire academic year.

SUBMIT FOR APPROVAL

Details

Title *

Test

Use format: [RSO NAME] Allocation 24-25

Organizations

Please use the "Add" button on the right

Requests

Title *

Type of Request

Please select the type of request. If none of the categories fit, please select 'Other'.

Budget *

Allocation Attachment (Optional)

5. Fill out the form. Once you have filled out all the information, click the submit button. That will send a notification to the SGA Treasurer

Help

Any Questions?

Check <https://involve-support.modernncampus.com/hc/en-us/categories/17519934560781-Finance> for customer support pages

or email sgatreasurer@goucher.edu