



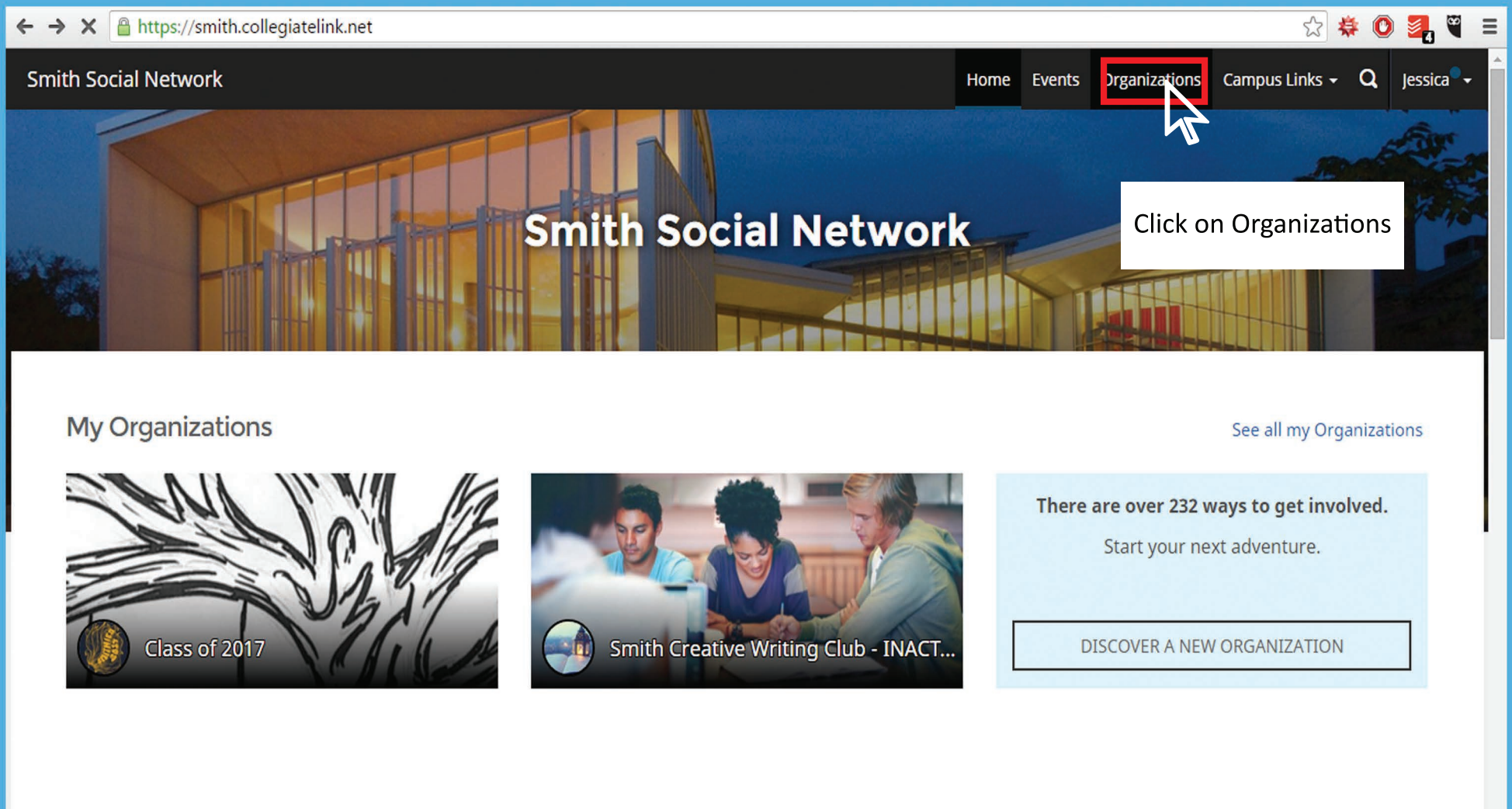
How to Submit the Campus Pool Form

DEPARTMENT OF RESIDENCE LIFE

SMITH COLLEGE

Step One

Go to the Smith Social Network
(Search 'Smith Social Network' in Google to find)
Login



The screenshot shows a web browser window with the URL <https://smith.collegiatelink.net>. The page title is "Smith Social Network". The navigation menu includes "Home", "Events", "Organizations", and "Campus Links". The "Organizations" link is highlighted with a red box and a white mouse cursor. A white callout box with the text "Click on Organizations" points to the "Organizations" link. Below the navigation menu is a large banner image of a modern building at night with the text "Smith Social Network". Below the banner is a section titled "My Organizations" with a link "See all my Organizations". There are two organization cards: "Class of 2017" and "Smith Creative Writing Club - INACT...". A light blue box contains the text "There are over 232 ways to get involved. Start your next adventure." and a button labeled "DISCOVER A NEW ORGANIZATION".

Step Two

Search Residence Life

The screenshot shows a web browser window with the URL <https://smith.collegiatelink.net/organizations>. The page title is "Smith Social Network". The navigation menu includes "Home", "Events", "Organizations", "Campus Links", a search icon, and a user profile "Jessica". The main content area is titled "Organizations Directory" and shows "Showing 1 - 10 of 232". On the left, there are filters for "Browse Organizations" (VIEW ALL, VIEW RECOMMENDED), a search bar containing "ex. Morrow" with a red box and a mouse cursor, and a filter for "Type: Residence Life" with a dropdown menu set to "Directory". The main list of organizations includes:

- #BeFlawed (TBD)
- 150 Elm (Welcome to 150 Elm, the smallest house community at Smith!)
- 54 Green Street (To be determined)

The Windows taskbar at the bottom shows the time as 9:43 PM on 1/10/2016.

Step Three



Click on Forms

The screenshot displays the Smith Social Network website. At the top, a dark navigation bar contains the text "Smith Social Network" on the left and "Home Events Organizations Curriculums Campus Links - Administration" on the right, along with a search icon and the user name "Jessica Innis". Below this is a large banner image of students with the "Office of Residence Life" logo and text. A secondary navigation bar below the banner includes "Home", "News", "About", "Events", "Roster", "Gallery", "Documents", and "Forms". The "Forms" link is highlighted with a red box and a mouse cursor. Below the navigation bar is a "Primary Contact" section for Hannah Durrant and a row of circular icons representing different residence areas: AL, WQ, NM, SW, SP, RP, and others. The main content area features a "Nothing coming up. Start planning." message with a "SUBMIT AN EVENT" button. To the right, there are social media widgets for "Smith College Residence Life" (Facebook) and "Smith Residence Life" (Twitter).

Step Three

Click on Campus Pool Form

Smith Social Network

Home Events Organizations Curriculums Campus Links - Administration  Jessica Innis 

Office of Residence Life



Home News About Events Roster Gallery Documents **Forms**

Forms

MANAGE FORMS

Name :	Start Date :	End Date :
Campus Pool Form (Residence Life Page)	7/7/2015 2:30 PM	4/29/2016 2:30 PM
Res Life Student Staff Application - 2016-1017	11/6/2015 12:15 PM	12/31/2016 4:15 PM

Showing 1 - 2 of 2

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Step Four

Fill Out the Form

Smith Social Network [Home](#) [Events](#) [Organizations](#) [Curriculums](#) [Campus Links](#) [Administration](#) [Jessica Innis](#)

Campus Pool Form Page 1 of 1

When seeking funding, please speak with your house president about your request. Although there is not a set amount that each house can be awarded, the committee does try to share the funds with all the houses on campus that seek funding.

****NO ALCOHOL, GIFTS OR HOUSE EQUIPMENT WILL BE FUNDED****

Once the event has been allocated campus pool funding the money will be transferred to the house social dues account and treasurers will need to complete reimbursements forms to access the money.

* House Name

* Contact Person

* Cell Phone Number

* Smith E-mail Address

* Position

* Event Title

* Event Date

Step Four

Fill Out the Form, Click Next, and Submit

* Total Amount Requested from Campus Pool

* Please write a brief description of the event. be as specific as possible about what you need the money for and how it will be distributed.

Detailed Description of the Event
How Many People Are Attending
Whether this Event is retro-active or will occur in the near future
How the Funds Will Be Allocated, As Specific As Possible
Transportation costs are not covered by Campus Pool

Please upload copies of any receipts for retro-active requests

If you have an attendance list please upload.

Attendance lists are required for purchasing tickets, such as movie tickets, trips to Big E and Six Flags.

Contribution: Please note other sources of funding and the amount.

Note - not all categories may apply to your event, please fill in all that apply

* House Budget

* Social Dues Budget

* Individual House Members

* Other Campus Funding (please list sources and amounts)

Step Five

The Aftermath

1. The form is sent to the CHE
2. The form is then reviewed by Campus Pool
Note: Campus Pool meets biweekly
3. Once the form is reviewed the following occurs:
 - An email is sent whether or not your request was approved
 - If the request is approved, the amount given decided by Campus Pool will be deposited into the House Social Dues Account
 - This will happen within two weeks