

ASWU Reserve Draw Guidelines

Purpose

These guidelines govern every request to withdraw money from the ASWU Reserve, including Campus Improvement Projects and requests submitted by student programs, ASWU orgs, and other relevant recognized Willamette College affiliated organizations.

Rules for Every Reserve Draw

1. A complete written request submitted to the ASWU Treasurer.
2. Review and a recommendation from the Finance Board to the senate.
3. Approval by two-thirds in the senate.
4. The Reserve shall not fall below \$150k at any given time
5. A request that would reduce the Reserve below that floor requires approval by a super-majority of voting senators present at a meeting where quorum is met.
6. Costs incurred before Senate approval are not eligible unless the Senate expressly approves an exception as part of its vote.
7. Reserve awards are one-time allocations.

Campus Improvement Project Guidelines

A Campus Improvement Project is a project, completed by an ASWU Senator, with the aim of improving some aspect of the Willamette Undergraduate experience.

Eligible projects

1. A Campus Improvement Project must provide a clear and substantial benefit to members of the Willamette undergraduate class and must be reasonably expected to remain useful for at least three academic years.
2. Eligible projects may include accessibility improvements, student gathering or study spaces, shared equipment installed for broad student use, outdoor or common-area improvements, safety improvements, public art, and wayfinding.
3. The project must have a detailed budget, a completion plan, and written approval from every university office responsible for the space, installation, safety review, purchasing, ownership, or maintenance. A project located in or attached to university property must identify the office that will own and maintain the improvement after completion, and must go through the ASWU advisor.
4. A project that falls within an ordinary university responsibility may receive Reserve support only when the request identifies the university's contribution and explains why ASWU participation is appropriate.

Ineligible projects

1. Routine maintenance, deferred maintenance, or repairs that are the university's ordinary responsibility without an exceptional student need.
2. Construction, installation, or alteration of campus property without written university approval.
3. Projects that primarily benefit one organization, a closed membership group, or a small set of individuals when the same benefit could be funded through the Regular Funding Process.
4. Projects that create recurring costs without an identified source responsible for those future costs.
5. Projects already completed or purchases already made, unless the Senate approves an exception.

Organization or Club Reserve Draw Requests

Eligibility

1. The Requesting Organization must be an ASWU-affiliated student program or another university-recognized organization proposing a project or expense that directly and substantially benefits members of the undergraduate body
 - 1.1. The Requesting Organization must have the ASWU funding requirements up-to-date
2. The request must be for a one-time need that does not fit the Regular Funding Process. The organization must show at least one of the following:
 - 2.1. The need could not reasonably have been known before the applicable funding deadline.
 - 2.2. A time-sensitive opportunity would be lost before the next regular funding round.
 - 2.3. The project is unusually large, long-term, or campus-wide and should be considered separately from ordinary club funding.

Ineligible organization requests

3. A request submitted only because the organization missed a funding deadline, was denied an appeal, or spent beyond an approved budget.
4. Debt, account deficits, penalties, or costs caused by an unauthorized purchase or commitment.
5. Expenses prohibited by the ASWU Constitution, Bylaws, Funding Procedures, university policy, or the literal law.
6. Ineligible requests with exceptional need may be considered if passed by a super-majority vote in the senate

Required Application Materials

Every request must include:

1. The Requesting Organization's name, G/L number if applicable, and the name and email of the Project creator.
2. The exact amount requested and an itemized budget.
3. Current quotes, estimates, or other documentation supporting the budget. Purchases above \$3,000 should include at least two estimates unless the request explains why only one source is available.
4. A clear description of the project or expense and how it supports the organization's mission and the undergraduate body

5. The estimated number of students who will benefit from the reserve draw, and an explanation of how the estimate was calculated
6. An explanation of why Reserve funding is appropriate and why the Regular Funding Process or another source cannot meet the need.
7. The proposed timeline, including the date funds are needed and the expected completion date.
8. All other funding requested, committed, or received for the same purpose.
9. Any future maintenance, storage, staffing, subscription, replacement, or operating costs and the person or office responsible for them.

Annual Review

1. The Treasurer shall maintain a public Reserve draw log containing the Requesting Organization, purpose, amount requested, amount approved, date, vote result, Reserve balance before and after the draw, and project status.
 - 1.1. The public reserve draw log will be posted to the ASWU website.
2. At the end of each academic year, the Treasurer shall report the opening Reserve balance, total draws, returned funds, closing balance, outstanding commitments, and compliance with the Reserve floor.
 - 2.1. Summary report will be posted on ASWU Instagram
3. The Finance Board shall review these guidelines at least once each academic year and recommend changes to the Senate when needed.