

ASWU Funding Precedents

Updated 10/23/2025

ASWU does not fund:

- 1.1. Personalized or individual-use items including (but not limited to): mouthguards, clothing, stoles, cords, etc.
- 1.2. Materials for fundraisers or profit-generating events unless intended for charity to an outside organization.
- 1.3. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.4. Flights or travel by van lasting any more than 2 days.
- 1.5. Lodging unless required to maintain driver safety by University policy.
- 1.6. External services or materials that the University or ASWU already provides.
- 1.7. Expenses for events that generate academic credit.
- 1.8. Events that are not open to the University community and all students outside of noted exceptions

Tier 1

Section 1: Food

1. **Food:** Requests will be funded up to \$350 per semester.
 - 1.1. Price-per-head is up to \$7 per person.
 - 1.2. Requests must include:
 - 1.2.1. A detailed list of food and drink items, including costs and the vendor.
 - 1.2.2. An explanation for why the food is necessary for the event or club.
 - 1.2.3. An estimated attendance.
 - 1.3. Exclusions: Regularly scheduled club meetings.

Section 2: Cultural/Religious Supplies

1. **Cultural/Religious** events are defined as programs that celebrate or educate about a specific culture, heritage, or faith community.
2. These events must be Open Affinity Events
 - a. *Open Affinity Events: open to all students but centered on a specific community.
3. Funding will go to decor or cultural materials directly tied to the event's purpose.
 - a. Cultural food will be funded under the food precedent
4. Requests must include:
 - a. Event name or description
 - b. Itemized list of expenses and costs per item.

- c. Anticipated attendance with justification or Petition of Interest.
 - d. Cultural or religious relevance of each item.
5. Cultural materials will be funded up to **\$12 per participant**.

Section 3: Admissions

1. **Admissions:** If the event is inherent to the nature and function of the club, ASWU will fund admissions on a case-by-case basis at a maximum of \$400 per event.
 - 1.1. Cost-per-head/event is \$20
 - 1.2. ASWU will fund admissions for a maximum of 3 events per semester with event description.

Section 4: Transportation

1. **Transportation:** Requests will be funded at **\$83** per van per day in accordance with University rental policies at up to 3 total trips per semester.
 - 1.1. Any fourth or more trip requires a meeting with the Treasurer or a finance board member.
 - 1.2. If location information is provided, mileage may be reimbursed (**please provide mileage in request**):
 - 1.2.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and **\$0.15** for all miles after that per vehicle.
 - 1.2.2. For personal vehicles at **\$0.70** per mile in accordance with Federal and [University policies](#) (this reimbursement is for mileage not gas)
 - 1.2.3. Requests must include:
 - 1.2.3.1. Where the club needs transportation to.
 - 1.2.3.2. What the transportation is for.
 - 1.2.3.3. Why the transportation is necessary for the club.
 - 1.2.3.4. Anticipated attendance.
 - 1.2.4. Separate the transportation requests by event

Section 5: Decorations

1. Decorations are defined as materials used to furnish and ornament the space of an event.
2. Decorations will not be funded for general meetings
3. Requests for decorations must include the following:
 - 3.1. Event Attendance
 - 3.2. Attendance Justification
 - 3.3. How will the item be used?
4. Decorations will be funded to \$60/event

Section 6: Printing

1. **Printing:** Requests will be funded up to \$100 per semester.
 - 1.1. Funding will be based on quotes from the University's Print Center.

- 1.2. Requests must include a copy of the materials to be printed and a justification for the quantity requested.

Section 7: Paying Guests

1. **Paid Guests** are defined as speakers, performers, instructors, artists, or other individuals being paid to come on campus with the purpose of contributing educational or cultural value.
2. Events must be open to all Willamette students.
3. Requests must include:
 - a. Guest name and role.
 - b. Description of how the guest supports the club's purpose and is needed to better the campus community
 - c. Expected attendance with justification
 - d. Itemized cost breakdown
 - i. This may include (but is not limited to): lodging, fees, honorariums, and transportation.
4. Funding will be approved up to **\$300 per event**
5. If a desired entertainer has costs beyond the precedent of \$300, the program responsible for the event may ask another student program for financial support.

Section 8: Security

1. **Security:** Requests will be funded on a case-by-case basis at \$33.00 per officer, per hour with a 3 hour minimum.
 - 1.1. Events for which security is requested must satisfy one of the following:
 - 1.1.1. Alcohol is served at the event.
 - 1.1.2. A significant number of off-campus guests are invited.
 - 1.1.3. More than 100 people are anticipated to attend.
 - 1.1.4. A controversial topic or entertainer is planned.
 - 1.2. Requests for security must include:
 - 1.2.1. Anticipated attendance.
 - 1.2.2. What the event is.
 - 1.2.3. Estimated length of the event including clean up.
 - 1.2.4. Why the event is necessary for the club and for our campus.
 - 1.2.5. Why security is needed for the event (use criteria in items 2.1.1-2.1.4 from above).
 - 1.2.6. A security quote from the Campus Safety team.

Section 9: Games

1. **Games:** Requests for games (board or video) will be funded up to \$240 per semester.
 - 1.1. Requests must include:

- 1.1.1. What the games are.
- 1.1.2. The costs of each individual game.
- 1.1.3. Why the game is necessary for the club.
- 1.1.4. Anticipated club participation.
- 1.1.5. Where the games will be stored.
- 1.1.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
- 1.1.7. Requests for Downloadable Content (DLC) and expansion packs will be treated as funding a stand-alone game.
 - 1.1.7.1. Requests for DLC must include how the DLC and/or expansion pack expands upon the original game.
 - 1.1.7.1.1. Requests for in game cosmetics would not be funded under this precedent.

Section 10: General Supplies

1. General supplies are defined as any supply used either for an event or for routine meetings that
 - a. Does not fit under other precedents
 - b. Is not included under the "ASWU does not fund" list
2. A request for general supplies must include:
 - a. Where the item is being purchased from
 - b. Price/item
 - c. Quantity of items
 - d. Why the item is important to the club functioning
 - e. If the item will be used at an event
 - i. Projected attendance
 - ii. Attendance justification
 - f. If the item will be used at general meetings
 - i. Average club meeting attendance
3. General supplies will be funded to \$500/semester

Section 11: Movie Rights

1. **Movie Rights:** Requests will be funded up to \$400 for one movie screening per semester.
 - 1.1. Requests must include:
 - 1.1.1. The movie title.
 - 1.1.2. Anticipated attendance.
 - 1.1.3. Licensing cost.
 - 1.1.4. A clear explanation of the film's relevance to the club and the wider campus community.

Section 12: Rentals

1. **Rental Equipment:** Requests for rentals will be funded at the lowest cost for the basic necessary equipment required for the event/club. It is required for clubs to state

why rental is necessary instead of purchase.

- 1.1. Requests for rentals must include:
 - 1.1.1. What items are desired.
 - 1.1.2. The purpose of the item.
 - 1.1.3. The cost of each item.
 - 1.1.4. The time period desired and if usage will be recurring.
 - 1.1.5. The company from which the items will be rented and what companies were considered.
 - 1.1.6. Why the items are necessary for the function of an event, club, or for our campus.

Section 13: Required Fees

1. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to \$2,000 per semester.
 - 1.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.
 - 1.2. Requests must include:
 - 1.2.1. What the fees are.
 - 1.2.2. Why the fee is necessary for the club.
 - 1.2.3. Anticipated club participation.

Section 14: Subscriptions

1. **Subscription Services** are defined as digital tools, software, or platforms used to support club operations.
2. Requests must include:
 - a. Product name and description
 - b. Monthly and total annual cost.
 - c. Statement of necessity and use case.
 - d. Confirmation of SEAL contact before submission.
 - e. Anticipated usage in time period and per person.
3. The subscription must be the lowest-cost option that fulfills the club's needs.
4. Funding will be approved for up to **one year**.

Tier 2

Section 1: Food

1. **Food:** Requests will be funded up to \$250 per semester.
 - 1.1. Price-per-head is up to \$5 per person.
 - 1.2. Requests must include:
 - 1.2.1. An itemized list of food and drinks with their costs and vendor.
 - 1.2.2. A justification for the need for food.
 - 1.2.3. An estimated attendance.
 - 1.3. Exclusions:
 - 1.3.1. Regularly scheduled club meetings.

Section 2: Cultural/Religious Supplies

1. **Cultural/Religious** events are defined as programs that celebrate or educate about a specific culture, heritage, or faith community.
2. These events must be Open Affinity Events
 - a. *Open Affinity Events: open to all students but centered on a specific community.
3. Funding will only support decor, or cultural materials directly tied to the event's purpose.
 - a. Cultural food will be funded under the food precedent
4. Requests must include:
 - a. Event name or description
 - b. Itemized list of expenses and costs per item.
 - c. Anticipated attendance or Petition of Interest.
 - d. Cultural or religious relevance of each item.
5. Cultural materials will be funded up to **\$8 per participant**

Section 3: Admissions

1. **Admissions:** If the event is inherent to the nature of the club, ASWU will fund admissions on a case-by-case basis at a maximum of \$400 per event.
 - 1.1. Cost-per-head/event is \$20
 - 1.2. ASWU will fund admissions for a maximum of 2 events per semester with event description.

Section 4: Transportation

1. **Transportation:** Requests will be funded at \$83 per van per day in accordance with University rental policies at up to **2** total trips per semester.
 - 1.1. If location information is provided, mileage may be reimbursed (**please provide mileage in request**):
 - 1.1.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and \$0.15 for all miles after that per vehicle.
 - 1.1.2. For personal vehicles at \$0.70 per mile in accordance with Federal

- and [University policies](#) (this reimbursement is for mileage not gas)
- 1.1.3. Requests must include:
 - 1.1.3.1. Where the club needs transportation to.
 - 1.1.3.2. What the transportation is for.
 - 1.1.3.3. Why the transportation is necessary for the club.
 - 1.1.3.4. Anticipated attendance.
 - 1.1.4. Separate the transportation requests by event

Section 5: Decorations

5. Decorations are defined as materials used to furnish and ornament the space of an event.
6. Decorations will not be funded for general meetings
7. Requests for decorations must include the following:
 - 7.1. Event Attendance
 - 7.2. Attendance Justification
 - 7.3. How will the item be used?
8. Decorations will be funded to \$45/event

Section 6: Printing

1. **Printing:** Requests will be funded up to \$75 per semester.
 - 1.1. Funding will be determined by quotes from the University's Print Center.
 - 1.2. Submissions must include the materials for printing and a reason for the number of copies requested.

Section 7: Paying Guests

1. **Paid Guests** are defined as speakers, performers, instructors, artists, or other individuals being paid to come on campus with the purpose of contributing educational or cultural value.
2. Events must be open to all Willamette students.
3. Requests must include:
 - a. Guest name and role.
 - b. Description of how the guest supports the club's purpose and is needed to better the campus community
 - c. Expected attendance with justification
 - d. Itemized cost breakdown
 - i. This may include (but is not limited to): lodging, fees, honorariums, and transportation.
4. Funding will be approved up to **\$150 per event**
5. If a desired entertainer has costs beyond the precedent of \$150, the program responsible for the event may ask another student program for financial support.

Section 8: Security

1. **Security:** Requests will be funded on a case-by-case basis at \$23 per officer, per hour with a 2 hour minimum.
 - 1.1. Events for which security is requested must satisfy one of the following:
 - 1.1.1. Alcohol is served at the event.
 - 1.1.2. A significant number of off-campus guests are invited.
 - 1.1.3. More than 100 people are anticipated to attend.
 - 1.1.4. A controversial topic or entertainer is planned.
 - 1.2. Requests for security must include:
 - 1.2.1. Anticipated attendance.
 - 1.2.2. What the event is.
 - 1.2.3. Estimated length of the event including clean up.
 - 1.2.4. Why the event is necessary for the club and for our campus.
 - 1.2.5. Why security is needed for the event (use criteria in items 1.1.1-1.1.4 from above)
 - 1.2.6. A security quote from the campus safety team.

Section 9: Games

1. **Games:** Requests for games (board or video) will be funded up to \$120 per semester.
 - 1.1. Requests must include:
 - 1.1.1. What the games are.
 - 1.1.2. The costs of each individual game.
 - 1.1.3. Why the game is necessary for the club.
 - 1.1.4. Anticipated club participation.
 - 1.1.5. Where the games will be stored.
 - 1.1.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
 - 1.1.7. Requests for Downloadable Content (DLC) and expansion packs will be treated as funding a stand-alone game.
 - 1.1.7.1. Requests for DLC must include how the DLC and/or expansion pack expands upon the original game.
 - 1.1.7.1.1. Requests for in game cosmetics would not be funded under this precedent.

Section 10: General Supplies

4. General supplies are defined as any supply used either for an event or for routine meetings that
 - a. Does not fit under other precedents
 - b. Is not included under the "ASWU does not fund" list
5. A request for general supplies must include:
 - a. Where the item is being purchased from
 - b. Price/item
 - c. Quantity of items

- d. Why the item is important to the club functioning
 - e. If the item will be used at an event
 - i. Projected attendance
 - ii. Attendance justification
 - f. If the item will be used at general meetings
 - i. Average club meeting attendance
6. General supplies will be funded to \$250/semester

Section 11: Movie Rights

1. **Movie Rights:** Requests will be funded up to \$250 for one movie screening per semester.
 - 1.1. Requests must include:
 - 1.1.1.1. The movie title.
 - 1.1.1.2. The expected number of attendees.
 - 1.1.1.3. The cost of the license.
 - 1.1.1.4. Why the movie is significant for the club and campus.

Section 12: Rentals

1. **Rental Equipment:** Requests for rentals will be funded at the lowest cost for the basic necessary equipment required for the event/club. It is required for clubs to state why rental is necessary instead of purchase.
 - 1.1. Requests for rentals must include:
 - 1.1.1. What items are desired.
 - 1.1.2. The purpose of the item.
 - 1.1.3. The cost of each item.
 - 1.1.4. The time period desired and if usage will be recurring.
 - 1.1.5. The company from which the items will be rented and what companies were considered.
 - 1.1.6. Why the items are necessary for the function of an event, club, or for our campus.

Section 13: Required Fees

1. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to **\$1000** per semester.
 - 1.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.
 - 1.2. Requests must include:
 - 1.2.1. What the fees are.
 - 1.2.2. Why the fee is necessary for the club.
 - 1.2.3. Anticipated club participation.

Section 14: Subscriptions

1. **Subscription Services** are defined as digital tools, software, or platforms used to support club operations.
2. Requests must include:
 - a. Product name and description
 - b. Monthly and total annual cost.
 - c. Statement of necessity and use case.
 - d. Confirmation of SEAL contact before submission.
 - e. Anticipated usage in time period and per person.
3. The subscription must be the lowest-cost option that fulfills the club's needs.
4. Subscription must be a **renewal**

Tier 3

Section 1: Food

1. **Food:** Requests will be funded up to \$150 per semester.
 - 1.1. Price-per-head is up to \$4 per person.
 - 1.2. Requests must include:
 - 1.2.1. A list of food and drink items with associated costs and the name of the vendor.
 - 1.2.2. A statement explaining why the food is important for the event.
 - 1.2.3. An estimated attendance.
 - 1.3. Exclusions:
 - 1.3.1. Regularly scheduled club meetings.

Section 2: Cultural/Religious Supplies

1. Cultural/Religious events are defined as programs that celebrate or educate about a specific culture, heritage, or faith community.
2. These events must be Open Affinity Events
 - a. *Open Affinity Events: open to all students but centered on a specific community.
3. Funding will only support decor, or cultural materials directly tied to the event's purpose.
 - a. Cultural food will be funded under the food precedent
4. Requests must include:
 - a. Event name or description
 - b. Itemized list of expenses and costs per item.
 - c. Anticipated attendance or Petition of Interest.
 - d. Cultural or religious relevance of each item.
5. Cultural materials will be funded up to **\$4 per participant**

Section 3: Admissions

1. **Admissions:** If the event is inherent to the nature of the club, ASWU will fund admissions on a case-by-case basis at a maximum of \$400 per event.
 - 1.1. Cost-per-head/event \$20
 - 1.2. ASWU will fund admissions for a maximum of 1 event per semester with event description.

Section 4: Transportation

1. **Transportation:** Requests will be funded at \$83 per van per day in accordance with University rental policies at up to **1** total trips per semester.
 - 1.1. If location information is provided, mileage may be reimbursed (**please provide mileage in request**):
 - 1.1.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and \$0.15 for all miles after that per vehicle.

- 1.1.2. For personal vehicles at \$0.70 per mile in accordance with Federal and [University policies](#) (this reimbursement is for mileage not gas)
- 1.1.3. Requests must include:
 - 1.1.3.1. Where the club needs transportation to.
 - 1.1.3.2. What the transportation is for.
 - 1.1.3.3. Why the transportation is necessary for the club.
 - 1.1.3.4. Anticipated attendance.
- 1.1.4. Separate the transportation requests by event

Section 5: Decorations

- 9. Decorations are defined as materials used to furnish and ornament the space of an event.
- 10. Decorations will not be funded for general meetings
- 11. Requests for decorations must include the following:
 - 11.1. Event Attendance
 - 11.2. Attendance Justification
 - 11.3. How will the item be used?
- 12. Decorations will be funded to \$30/event

Section 6: Printing

- 1. **Printing:** Requests will be funded up to \$50 per semester.
 - 1.1. Funding amounts will be based on official quotes from the University's Print Center.
 - 1.2. A copy of the material and a justification for the print quantity are required.

Section 7: Paying Guests

Section 8: Security

- 1. **Security:** Requests will be funded on a case-by-case basis at \$23 per officer, per hour with a 2 hour minimum.
 - 1.1. Events for which security is requested must satisfy one of the following:
 - 1.1.1. Alcohol is served at the event.
 - 1.1.2. A significant number of off-campus guests are invited.
 - 1.1.3. More than 100 people are anticipated to attend.
 - 1.1.4. A controversial topic or entertainer is planned.
 - 1.2. Requests for security must include:
 - 1.2.1. Anticipated attendance.
 - 1.2.2. What the event is.
 - 1.2.3. Estimated length of the event including clean up.
 - 1.2.4. Why the event is necessary for the club and for our campus.
 - 1.2.5. Why security is needed for the event (use criteria in items 1.1.1-1.1.4 from above)

- 1.2.6. A security quote from the campus safety team.

Section 9: Games

1. **Games:** Requests for games (board or video) will be funded up to \$60 per semester.
 - 1.1. Requests must include:
 - 1.1.1. What the games are.
 - 1.1.2. The costs of each individual game.
 - 1.1.3. Why the game is necessary for the club.
 - 1.1.4. Anticipated club participation.
 - 1.1.5. Where the games will be stored.
 - 1.1.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
 - 1.1.7. Requests for Downloadable Content (DLC) and expansion packs will be treated as funding a stand-alone game.
 - 1.1.7.1. Requests for DLC must include how the DLC and/or expansion pack expands upon the original game.
 - 1.1.7.1.1. Requests for in game cosmetics would not be funded under this precedent.

Section 10: General Supplies

7. General supplies are defined as any supply used either for an event or for routine meetings that
 - a. Does not fit under other precedents
 - b. Is not included under the "ASWU does not fund" list
8. A request for general supplies must include:
 - a. Where the item is being purchased from
 - b. Price/item
 - c. Quantity of items
 - d. Why the item is important to the club functioning
 - e. If the item will be used at an event
 - i. Projected attendance
 - ii. Attendance justification
 - f. If the item will be used at general meetings
 - i. Average club meeting attendance
9. General supplies will be funded to \$120/semester

Section 11: Movie Rights

1. **Movie Rights:** Requests will be funded up to \$150 for one movie screening per semester.
 - 1.1. Requests must include:
 - 1.1.1. The title of the movie.
 - 1.1.2. The anticipated attendance.

- 1.1.3. The licensing fee.
- 1.1.4. A justification for the screening's relevance.

Section 12: Rentals

Section 13: Required Fees

1. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to **\$750** per semester.
 - 1.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.
 - 1.2. Requests must include:
 - 1.2.1. What the fees are.
 - 1.2.2. Why the fee is necessary for the club.
 - 1.2.3. Anticipated club participation.

Tier 4

Section 1: Food

Section 2: Cultural/Religious Supplies

1. **Cultural/Religious** events are defined as programs that celebrate or educate about a specific culture, heritage, or faith community.
2. These events must be Open Affinity Events
 - a. *Open Affinity Events: open to all students but centered on a specific community.
3. Funding will only support decor, or cultural materials directly tied to the event's purpose.
4. Requests must include:
 - a. Event name or description
 - b. Itemized list of expenses and costs per item.
 - c. Anticipated attendance or Petition of Interest.
 - d. Cultural or religious relevance of each item.
5. Cultural materials will be funded up to **\$3 per participant**

Section 3: Admissions

Section 4: Transportation

Section 5: Decorations

1. Decorations will not be funded

Section 6: Printing

Section 7: Paying Guests

Section 8: Security

1. **Security:** Requests will be funded on a case-by-case basis at \$23 per officer, per hour with a 2 hour minimum.
 - 1.1. Events for which security is requested must satisfy one of the following:
 - 1.1.1. Alcohol is served at the event.
 - 1.1.2. A significant number of off-campus guests are invited.
 - 1.1.3. More than 100 people are anticipated to attend.
 - 1.1.4. A controversial topic or entertainer is planned.
 - 1.2. Requests for security must include:
 - 1.2.1. Anticipated attendance.
 - 1.2.2. What the event is.
 - 1.2.3. Estimated length of the event including clean up.

- 1.2.4. Why the event is necessary for the club and for our campus.
- 1.2.5. Why security is needed for the event (use criteria in items 1.1.1-1.1.4 from above).
- 1.2.6. A security quote from the campus safety team.

Section 9: Games

Section 10: General Supplies

- 10. General supplies are defined as any supply used either for an event or for routine meetings that
 - a. Does not fit under other precedents
 - b. Is not included under the "ASWU does not fund" list
- 11. A request for general supplies must include:
 - a. Where the item is being purchased from
 - b. Price/item
 - c. Quantity of items
 - d. Why the item is important to the club functioning
 - e. If the item will be used at an event
 - i. Projected attendance
 - ii. Attendance justification
 - f. If the item will be used at general meetings
 - i. Average club meeting attendance
- 12. General supplies will be funded to \$75/semester

Section 11: Movie Rights

Section 12: Rentals

Section 13: Required Fees

- 1. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to **\$250** per semester.
 - 1.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.
 - 1.2. Requests must include:
 - 1.2.1. What the fees are.
 - 1.2.2. Why the fee is necessary for the club.
 - 1.2.3. Anticipated club participation.

Tier 5

Section 1: Food

Section 2: Cultural/Religious Supplies

Section 3: Admissions

Section 4: Transportation

Section 5: Decorations

1. Decorations will not be funded

Section 6: Printing

Section 7: Paying Guests

Section 8: Security

Section 9: Games

Section 10: General Supplies

1. General supplies are defined as any supply used either for an event or for routine meetings that
 - a. Does not fit under other precedents
 - b. Is not included under the "ASWU does not fund" list
2. A request for general supplies must include:
 - a. Where the item is being purchased from
 - b. Price/item
 - c. Quantity of items
 - d. Why the item is important to the club functioning
 - e. If the item will be used at an event
 - i. Projected attendance
 - ii. Attendance justification
 - f. If the item will be used at general meetings
 - i. Average club meeting attendance
3. General supplies will be funded to \$50/semester

Section 11: Movie Rights

Section 12: Rentals

Section 13: Required Fees