

The Associated Students of Willamette University

Funding Procedures and Precedents

Revised April 2024

Funding Procedures

1. Guidelines

- 1.1. ASWU may disburse funding from the ASWU Unallocated Funds Account under the following circumstances:
 - 1.1.1. A program has made a completed request to the Finance Board for funding during an funding round OR the Senate has passed a resolution which requires the disbursement of funds from the ASWU Unallocated Funds Account.
 - 1.1.1.1. An affiliated program must be affiliated under ASWU and the Office of Student Engagement and Leadership. A completed request is one that:
 - 1.1.1.1.1. Answers all questions on the respective request form to the greatest possible extent specifically including cost breakdowns for lump sums.
 - 1.1.1.1.2. Has been submitted by either the President or Treasurer of the student program.
 - 1.1.1.1.3. Has been submitted by the indicated deadline.
 - 1.1.1.1.4. Details the goals and purposes of the request including the intended benefits to the student body.
 - 1.1.2. There shall be 3 funding rounds a semester
 - 1.1.2.1. Fall Semester
 - 1.1.2.1.1. Fall Round 1
 - 1.1.2.1.1.1. Funds to be used in the Fall semester
 - 1.1.2.1.2. Fall Round 2
 - 1.1.2.1.2.1. Funds to be used in the Fall semester
 - 1.1.2.1.3. Pre Spring
 - 1.1.2.1.3.1. Funds to be used in the upcoming Spring semester
 - 1.1.2.2. Spring Semester
 - 1.1.2.2.1. Spring Round 1
 - 1.1.2.2.1.1. Funds to be used in the Spring semester
 - 1.1.2.2.2. Spring Round 2
 - 1.1.2.2.2.1. Funds to be used in the Spring semester
 - 1.1.2.2.3. Pre Fall
 - 1.1.2.2.3.1. Funds to be used in the upcoming Fall semester
 - 1.1.3. The Finance Board has reviewed the request and made a recommendation to fund the request to the Senate.
 - 1.1.4. The Senate approved the request with a two-thirds majority vote.
 - 1.1.5. The requesting program has attended a Student Organization Orientation.
 - 1.1.6. The requesting program has attended a yearly anti-racism

- training and has submitted an anti-racism plan.
- 1.1.7. The requesting program is not in debt in either their ASWU or their non-ASWU accounts.
- 1.1.8. The requesting program has submitted a yearly inventory
- 1.2. The Finance Board and Senate will use University and ASWU precedents in its funding decisions to maintain financial sustainability and equitable distribution.
- 1.3. ASWU reserves the right to:
 - 1.3.1. Make exceptions to the precedents when deemed necessary.
 - 1.3.2. Deny funding when deemed necessary.
- 1.4. Once a club is approved for and allocated funding for a specific item, funding must only be spent on that item. Special circumstances may support an exception at the discretion of the ASWU Treasurer.
- 1.5. Programs should work with the ASWU Treasurer or the appropriate member of the Student Engagement and Leadership Office to spend their money in one of the following ways:
 - 1.5.1. Reimbursement on purchases to be requested within 30 days of purchase and be accompanied by all proof of purchase
 - 1.5.2. Student Engagement and Leadership office use of a credit card on your behalf
 - 1.5.3. Check request made by the Student Engagement and Leadership office
- 1.6. ASWU must not fund at a level that exceeds the remaining balance of the current semester or exceeds the projected income for the next semester.
 - 1.6.1. The ASWU Treasurer shall make a projection of income between Fall and Spring Semesters and Spring and Fall Semesters using student population and student fee data.
 - 1.6.2. If ASWU overprojects the available student fees in between semesters and accidentally over allocates funds, the Treasurer with the help of the Senate shall facilitate an appropriate withdrawal from the ASWU endowment.

2. Inventory and Misuse

- 2.1. Each Program shall be required to submit a yearly inventory, the timing of such submission to be decided by the ASWU Treasurer.
- 2.2. A submitted inventory shall be required for programs to receive funding.
- 2.3. If the ASWU Treasurer notices anything has gone missing from a program's inventory they must reach out to said program's leadership to figure out why any items are missing
 - 2.3.1. If it appears the student program is misusing and stealing ASWU purchased items or equipment, the Senate may choose to not replace that equipment.
 - 2.3.2. If misused or stolen items or equipment become a pattern in a program, they shall have their funding suspended at discretion of the Senate until new club leadership has been elected on a case by case basis.
- 2.4. Debt Reconciliation: In the case of an overdrawn account, the ASWU Treasurer will contact the program leadership to obtain further details of the transaction

history. Outcomes will be dictated on a case-by-case basis:

- 2.4.1. If necessary, the club will need to recover the lost funds and pay ASWU their debt, assuming the club's leadership is the same as those who incurred the debt.
- 2.4.2. Any club found of this violation is subject to have their current funds suspended and/or temporarily lose the ability to request funding at the discretion of the Senate until new leadership can be elected.
- 2.5. Misused Funds: If a club is found to have misused funds, the club must partake in a hearing with ASWU Leadership and administrative personnel. The misuse of funds indicates that a club used approved funding on items or events that were not stipulated in their request and were not approved by ASWU.
 - 2.5.1. The club then will need to reimburse ASWU for the misused funds, assuming the leadership is the same as those who misused the funds.
 - 2.5.2. Current funds may be suspended until new leadership can be elected.
 - 2.5.3. The club may temporarily lose the ability to request funding until new leadership can be elected on a case by case basis.

3. Definitions

- 3.1. Meetings: A meeting is any recurring event or gathering that occurs more than once per month.
- 3.2. Bonding event: A bonding event is any event or gathering which draws no clear cause from a program's stated purpose and classification.
- 3.3. Admissions: A cost required to enter and participate in some activity or trip.
- 3.4. Clubs: Programs that have been ASWU affiliated.
- 3.5. Student Organizations: Programs that have been approved by ASWU and the SEAL office to become student organizations. Student Organizations have paid executive boards, and are exempt from the Precedence.
- 3.6. Programs: Clubs and Student Organizations

4. Tiered Funding

- 4.1. ASWU shall disburse funds using a tiered system to maintain financial sustainability and distributive equity at all levels of ASWU's financial health.
- 4.2. At the beginning of each funding round the Finance board shall set a target amount which they would like to have remaining at the end of a round's allocation.
 - a. The Treasurer shall lead in setting this target using historical funding data and future projections for income.
- 4.2.1. The target amount is ultimately up to the discretion of the Senators serving on the Finance Board.
- 4.3. The Finance Board shall go through the requests in Tier 1 and make appropriate cuts to requests that may not fall within the precedents at that level.
- 4.4. If after making cuts at the Tier 1 precedents level the remaining budget is less than the target amount, the Finance board shall go through the requests again, this time using Tier 2.
- 4.5. This process shall be repeated going down the Tiers until the remaining budget after all allocations meets the target amount set.
- 4.6. Requests from approved ASWU Programs shall not be subject to the letter of the precedents. Requests from ASWU Programs shall be considered on their own merit at what is required for the program to provide their intended service.
 - 4.6.1. Decisions on ASWU program funding requests shall be based on

conversations with program's leadership, historical funding levels, benefit to the student body, and ASWU's financial position as opposed to the precedents.

Funding Precedents: Tier 1

1. **ASWU does not fund:**

- 1.1. Personalized or individual-use items including (but not limited to): mouthguards or clothing.
 - 1.1.1. ASWU may fund Personalized clothing/gear that remain within programs for sustained use in fostering greater club recognition on campus when deemed appropriate.
- 1.2. Giveaways including (but not limited to): prizes, gifts, gratuities, or materials for personal projects.
- 1.3. Materials for fundraisers or profit-generating events unless intended for charity or to reimburse funding allocated by ASWU.
- 1.4. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.5. Flights or travel by van lasting any more than 2 days.
- 1.6. Lodging unless required to maintain driver safety by campus safety policy.
- 1.7. External services or materials that the University or ASWU already provides.
- 1.8. Expenses for events that generate academic credit.
- 1.9. Events that are not open to the University public and all students.
 - 1.9.1. Certain exceptions contained within the precedents may apply.
- 1.10. Bonding events for programs as defined in Section 3.

2. **Food:** Requests will be funded at a price-per-head of \$3.50 based on the anticipated attendance or historical attendance of an event.

- 2.1.1. All food requests must have an itemized cost breakdown including:
 - 2.1.1.1. What food items will be purchased.
 - 2.1.1.2. Where the food items will be purchased from.
- 2.2. The cost of each individual item, including the sum of all the items.
 - 2.2.1.1. Why the specific food items are necessary for the event and for the club
 - 2.2.1.2. Anticipating attendance is necessary. If an anticipated attendance or historical attendance is unavailable, groups may use a Petition of Interest Form to estimate attendance.
 - 2.2.2. Cultural foods may be allocated funding beyond the price-per-head of \$3.50 with the requirement that the request follows the guidelines in item (1) subsection (a) above.
 - 2.2.3. ASWU will fund food for a maximum of 3 events per semester.
 - 2.2.4. Exclusions:
 - 2.2.4.1. Events that are not open to all students.
 - 2.2.4.1.1. Exception for multicultural and religious clubs as identified in item 3

3. **Food for General Meetings:** Requests for snacks and/or food for general meetings,

if necessary to the club, will be funded up to \$50 per semester.

4. **Multicultural/Religious Club “Closed” Events:** Requests for foods/items at closed multicultural and religious program events shall be funded up to \$12 per person for each event.
 - 4.1. A “closed” multicultural or religious event is that which is only open to any individual who identifies with the cultural/religious group that the club represents.
5. **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.
 - 5.1. Cost-per-head/event is \$20
 - 5.2. ASWU will fund admissions for a maximum of 3 events per semester.
6. **Transportation:** Requests will be funded at \$73.09 per van per day in accordance with University rental policies at up to 3 total trips per semester.
 - 6.1. If location information is provided, **mileage** may be reimbursed:
 - 6.1.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and \$0.10 for all miles after that per vehicle.
 - 6.1.2. For personal vehicles at \$0.655 per mile in accordance with Federal and [University policies](#).
7. **Decorations:** Requests will be funded at \$65 per event.
 - 7.1. Decorations are defined as materials used to furnish and ornament the space of an event.
 - 7.2. Cultural decorations may be allocated funding beyond the precedent of \$65 if the request includes:
 - 7.2.1. What decoration items will be purchased.
 - 7.2.2. Where the decoration items will be purchased from.
 - 7.2.3. The cost of each individual item, including the sum of all the items.
 - 7.2.4. Why the specific decorations are necessary for the event and to the cultural nature of the club.
 - 7.2.5. Whether the decoration is reusable or will be disposed of.
 - 7.3. ASWU will fund decorations for a maximum of 3 events per semester
 - 7.4. Exclusions:
 - 7.4.1. Decorations for meetings.
8. **Printing:** Requests will be funded according to the relevant printing costs indicated by the Print Center in correspondence with the minimum amount of prints needed.
 - 8.1. Posters will be funded per event at \$53.25, for all University approved poster locations.
 - 8.1.1. This is the cost of covering the poster distribution route, excluding residence halls.
 - 8.1.2. Requests for additional posters outside this precedent will be considered on a case-by-case basis.
 - 8.2. Programs will be funded based on a quote from the Print Center where the number of programs equals the anticipated or historical attendance.
9. **Recreational Activities:** Requests for recreational sports and outdoor activities will be funded for a maximum of 3 events or necessary items.
 - 9.1. Inclusions:
 - 9.1.1. Required equipment

- 9.1.2. Trainers or guides
 - 9.1.3. Coaches
- 9.2. Requests for recreational sports or outdoor activities must include:
 - 9.2.1. What items are desired.
 - 9.2.2. The purpose of the item.
 - 9.2.3. The cost of each item.
 - 9.2.4. Why the items are necessary for the event, club, and for our campus.
 - 9.2.5. Number of participants in the activity/event.
- 10. **Guests:** Requests will be funded on a case-by-case basis up to \$300 per event.
 - 10.1. Entertainers include (but are not limited to): speakers, musicians, and instructors.
 - 10.1.1. All entertainer requests must include:
 - 10.1.1.1. Who the entertainer is and what their specialty is.
 - 10.1.1.2. What audience the entertainer will reach and how they may impact the student body or University community.
 - 10.1.1.3. Why the entertainer is necessary for the club and for our campus
 - 10.1.1.4. What the funding allocation will specifically be used for.
 - 10.1.1.4.1. This may include (but is not limited to): lodging, fees, honorariums, and transportation.
 - 10.1.1.4.2. A cost breakdown will be necessary.
 - 10.2. If a desired entertainer has costs beyond the precedent of \$300, the program responsible for the event may ask other programs for financial support.
 - 10.3. Exclusions:
 - 10.3.1. Gifts and gratuities.
 - 10.3.2. Events not open to the Willamette community.
- 11. **Security:** Requests will be funded on a case-by-case basis at \$28.50 per officer per hour with a 4 hour minimum.
 - 11.1. Events for which security is requested must satisfy one of the following:
 - 11.1.1. Alcohol is served at the event.
 - 11.1.2. A significant number of off-campus guests are invited.
 - 11.1.3. More than 200 people are anticipated to attend.
 - 11.1.4. A controversial topic or entertainer is planned.
 - 11.2. Requests for security must include:
 - 11.2.1. Anticipated attendance.
 - 11.2.2. What the event is.
 - 11.2.3. How long the event is.
 - 11.2.4. Why the event is necessary for the club and for our campus.
 - 11.2.5. Why security is needed for the event (use criteria in item [7] subsection [a] from above).
 - 11.2.6. A security quote from Campus Safety.
- 12. **Games:** Requests for games (board or video) will be funded up to \$240 per semester. Requests must include:
 - 12.1. What the games are.
 - 12.2. The costs of each individual game.
 - 12.3. Why the game is necessary for the club.
 - 12.4. Anticipated club participation.
 - 12.5. Where the games will be stored.

- 12.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
- 12.7. Requests for Downloadable Content (DLC) and expansion packs will be treated as funding a stand-alone game.
 - 12.7.1. Requests for DLC must include how the DLC and/or expansion pack expands upon the original game.
 - 12.7.2. Requests for DLC and/or expansion packs will not be considered if the DLC and/or expansion pack does not significantly enhance or add to the gameplay.
 - 12.7.2.1. Requests for in game cosmetics would not be funded under this precedent.
- 12.8. ASWU does not fund:
 - 12.8.1. Collector's editions of games.
 - 12.8.2. In-game currency or purchases.
- 13. **General Items and Supplies:** Requests for general supplies, if necessary to the club, will be funded up to \$240 per semester.
 - 13.1. Requests must include:
 - 13.1.1. What the supplies are.
 - 13.1.2. The costs of each individual item.
 - 13.1.3. Why the item is necessary for the club.
 - 13.1.4. Anticipated club participation.
 - 13.1.5. Where the items will be stored.
 - 13.1.6. Whether the item is a replacement, a restock of a used up item, or a new item.
- 14. **Movie Rights:** Movie rights may be funded for a maximum of one per academic year. The maximum amount given would be \$800 and above that requires consulting the treasurer. Movies that hold cultural significance to the club may be funded over \$800. In order to request funding for a movie, clubs must speak with The Office of Student Engagement and Leadership, who manages a contract with Swank Motion Pictures, prior to making the request.
 - 14.1. Rules for licensing are on the Office of Student Engagement and Leadership website: [Film Licensing](#), [Movie Flowchart](#)
 - 14.2. Requests for movie rights must include:
 - 14.2.1. What movie will be screened.
 - 14.2.2. Anticipated attendance.
 - 14.2.3. Cost (provided by the Office of Student Engagement and Leadership).
 - 14.2.4. Why the specific movie is necessary for the club and for our campus.
- 15. **Subscription Services:** Requests for subscription services may be funded for a maximum of one year per allocation period.
 - 15.1. Requests for subscriptions must be at the lowest cost available to accomplish the goal of the subscription.
 - 15.2. Requests for subscription services must include:
 - 15.2.1. What the subscription is.
 - 15.2.2. The cost of the subscription per month.
 - 15.2.3. Why the subscription is necessary for the club and for our campus.

- 15.2.4. Anticipated usage in time period and per person.
- 15.2.5. The club responsible for the request must have been in contact with the Office of Student Engagement and Leadership prior to making the request.
- 16. **Premium Club Supplies:** Requests for premium items will be funded to the basic necessary equipment required for the club to function.
 - 16.1. Premium Items are defined as any item that by itself costs more than \$100.
 - 16.2. Requests for premium items must include:
 - 16.2.1. What premium item is desired.
 - 16.2.2. The cost of each premium item.
 - 16.2.3. Why each individual premium item is necessary for the club and for our campus.
 - 16.2.4. Anticipated usage in time period (sustainability).
 - 16.2.5. Where the premium item will be stored.
 - 16.2.6. Whether the item is a replacement, a restock of a used up item, or a new item.
- 17. **Rental Equipment:** Requests for rentals will be funded at the lowest cost for the basic necessary equipment required for the event.
 - 17.1. Requests for rentals must include:
 - 17.1.1. What items are desired.
 - 17.1.2. The purpose of the item.
 - 17.1.3. The cost of each item.
 - 17.1.4. The time period desired and if usage will be recurring.
 - 17.1.5. The company from which the items will be rented and what companies were considered.
 - 17.1.6. Why the items are necessary for the event, club, and for our campus.
- 18. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to \$3,000 per semester.
 - 18.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.

Funding Precedents: Tier 2

SECTION 1: Tier 2 Restrictions

- 1. **ASWU does not fund:**
 - 1.1. Personalized or individual-use items including (but not limited to): mouthguards or clothing.
 - 1.2. ASWU may fund Personalized clothing/gear that remain within programs for sustained use in fostering greater club recognition on campus when deemed appropriate.
 - 1.3. Giveaways including (but not limited to): prizes, gifts, gratuities, or materials for personal projects.

- 1.4. Materials for fundraisers or profit-generating events unless intended for charity or to reimburse funding allocated by ASWU.
- 1.5. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.6. Flights or travel by van lasting any more than 2 days.
- 1.7. Lodging unless required to maintain driver safety by Campus Safety policy.
- 1.8. External services or materials that the University or ASWU already provides.
- 1.9. Expenses for events that generate academic credit.
- 1.10. Events that are not open to the University public and all students.
 - 1.10.1. Certain exceptions contained within the precedents may apply.
- 1.11. Bonding events for programs as defined in Section 3.
- 1.12. Rental Equipment.

SECTION 2: Tier 2 Precedents

- 1. **Food:** Requests will be funded at a price-per-head of \$3.50 based on the anticipated attendance or historical attendance of an event.
 - 1.1. All food requests must have an itemized cost breakdown including:
 - 1.1.1. What food items will be purchased.
 - 1.1.2. Where the food items will be purchased from.
 - 1.1.3. The cost of each individual item, including the sum of all the items.
 - 1.1.4. Why the specific food items are necessary for the event and for the club.
 - 1.2. Anticipating attendance is necessary. If an anticipated attendance or historical attendance is unavailable, groups may use a Petition of Interest Form to estimate attendance.
 - 1.3. Cultural foods may be allocated funding beyond the price-per-head of \$3 with the requirement that the request follows the guidelines in item (1) subsection (a) above.
 - 1.4. ASWU will fund food for a maximum of 2 events per semester.
 - 1.5. Exclusions:
 - 1.5.1. Food for meetings.
 - 1.5.2. Events that are not open to all students.
 - 1.5.2.1. Exception for multicultural and religious clubs as identified in item 2.
- 2. **Multicultural/Religious Club “Closed” Events:** Requests for foods/items at closed multicultural and religious program events shall be funded up to **\$75** a semester for each relevant student program.
 - 2.1. A “closed” multicultural or religious event is that which is only open to any individual who identifies with the cultural/religious group that the club represents.
- 3. **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.
 - 3.1. Cost-per-head/event is \$20
 - 3.2. ASWU will fund admissions for a maximum of 2 events per semester.

4. **Transportation:** Requests will be funded at \$67.70 per van per day in accordance with University rental policies at up to 2 total trips per semester.
 - 4.1. If location information is provided, **mileage** may be reimbursed:
 - 4.1.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and \$0.10 for all miles after that per vehicle.
 - 4.1.2. For personal vehicles at \$0.56 per mile in accordance with Federal and University policies.
5. **Decorations:** Requests will be funded at \$50 per event.
 - 5.1. Decorations are defined as materials used to furnish and ornament the space of an event.
 - 5.2. Cultural decorations may be allocated funding beyond the precedent of \$50 if the request includes:
 - 5.2.1. What decoration items will be purchased.
 - 5.2.2. Where the decoration items will be purchased from.
 - 5.2.3. The cost of each individual item, including the sum of all the items.
 - 5.2.4. Why the specific decorations are necessary for the event and to the cultural nature of the club.
 - 5.2.5. Whether the decoration is reusable or will be disposed of.
 - 5.3. ASWU will fund decorations for a maximum of 2 events per semester.
 - 5.4. Exclusions:
 - 5.4.1. Decorations for meetings.
6. **Printing:** Requests will be funded according to the relevant printing costs indicated by the Print Center in correspondence with the minimum amount of prints needed.^{4 a}. Posters will be funded per event at \$9.75, the total cost of (15) colored 11x17" posters
 - 6.1.1. Requests for additional posters outside this precedent will be considered on a case by case basis.
 - 6.2. Programs will be funded per event at \$0.24 per program multiplied by the anticipated or historical attendance.
7. **Recreational Activities:** Requests for recreational sports and outdoor activities will be funded for a maximum of (2) events or necessary items.
 - 7.1. Inclusions:
 - 7.1.1. Required equipment (Safety)
 - 7.1.2. Trainers or guides
 - 7.1.3. Coaches
 - 7.2. Requests for recreational sports or outdoor activities must include:
 - 7.2.1. What items are desired.
 - 7.2.2. The purpose of the item.
 - 7.2.3. The cost of each item.
 - 7.2.4. Why the items are necessary for the event, club, and for our campus.
 - v. Number of participants in the activity/event.
8. **Entertainers:** Requests will be funded on a case-by-case basis up to \$150 per event. a. Entertainers include (but are not limited to): speakers, musicians, and instructors.
 - 8.1. All entertainer requests must include:
 - 8.1.1. Who the entertainer is and what their specialty is.
 - 8.1.2. What audience the entertainer will reach and how they may impact the

- student body or University community.
 - 8.1.3. Why the entertainer is necessary for the club and for our campus.
 - 8.1.4. What the funding allocation will specifically be used for.
 - 8.1.4.1. This may include (but is not limited to): lodging, fees, honorariums, and transportation.
 - 8.1.4.2. A cost breakdown will be necessary.
- 8.2. If a desired entertainer has costs beyond the precedent of \$150, the program responsible for the event may ask other student program for financial support.
- 8.3. Exclusions:
 - 8.3.1. Gifts and gratuities.
 - 8.3.2. Events not open to the Willamette community.
- 9. **Security:** Requests will be funded on a case-by-case basis at \$23/officer/hour with a 2 hour minimum.
 - 9.1. Events for which security is requested must satisfy one of the following:
 - 9.1.1. Alcohol is served at the event.
 - 9.1.2. A significant number of off-campus guests are invited.
 - 9.1.3. More than 200 people are anticipated to attend.
 - 9.1.4. A controversial topic or entertainer is planned.
 - 9.2. Requests for security must include:
 - 9.2.1. Anticipated attendance. \
 - 9.2.2. What the event is.
 - 9.2.3. How long the event is.
 - 9.2.4. Why the event is necessary for the club and for our campus.
 - 9.2.5. Why security is needed for the event (use criteria in item 9.1
 - 9.2.6. A security quote from campus safety.
- 10. **Games:** Requests for games (board or video) will be funded up to \$120 per semester.
 - 10.1. Requests must include:
 - 10.1.1. What the games are.
 - 10.1.2. The costs of each individual game.
 - 10.1.3. Why the game is necessary for the club.
 - 10.1.4. Anticipated club participation.
 - 10.1.5. Where the games will be stored.
 - 10.1.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
 - 10.2. ASWU does not fund:
 - 10.2.1. Collector's editions of games.
 - 10.2.2. In-game currency.
- 11. **General Items and Supplies:** Requests for general supplies, if necessary to the club, will be funded up to \$120 per semester.
 - 11.1. Requests must include:
 - 11.1.1. What the supplies are.
 - 11.1.2. The costs of each individual item.
 - 11.1.3. Why the item is necessary for the club.
 - 11.1.4. Anticipated club participation.
 - 11.1.5. Where the items will be stored.
 - 11.1.6. Whether the item is a replacement, a restock of a used up item, or a new item.
- 12. **Movie Rights:** Requests will be funded on the basis that the price per head does not

exceed the average price of a movie ticket, currently determined as \$12. Movies will be funded up to \$200 total.

- 12.1. In order to request funding for a movie, programs must speak with Jodi Santillie, who manages a contract with Swank Motion Pictures, about it prior to making the request.
- 12.2. Rules for licensing are on the Office of Student Engagement and Leadership website: [Film Licensing](#), [Movie Flowchart](#)
- 12.3. Requests for movie rights must include:
 - 12.3.1. What movie will be screened.
 - 12.3.2. Anticipated attendance.
 - 12.3.3. Cost (provided by the Office of Student Engagement and Leadership).
 - 12.3.4. Why the specific movie is necessary for the club and for our campus.
13. **Compensation:** Requests for compensation may be funded at the current minimum wage on a case-by-case basis for ASWU Programs or Initiatives determined by the Finance Board.
 - 13.1. The program responsible for the request must provide:
 - 13.1.1. The position(s) for which they are requesting compensation.
 - 13.1.2. The weekly hours required by the position.
 - 13.1.3. The job description for the position.
 - 13.1.4. The advisor of the program.
 - 13.1.5. Why the position deserves to be paid.
 - 13.1.6. Why the position is important to the organization and to our campus.
14. **Subscription Services:** Requests for subscription services may be funded for a maximum of one year per allocation period. Requests for subscriptions must be at the lowest cost available to accomplish the goal of the subscription.
 - 14.1. Requests for subscription services must include:
 - 14.1.1. What the subscription is.
 - 14.1.2. The cost of the subscription per month.
 - 14.1.3. Why the subscription is necessary for the club and for our campus.
 - 14.1.4. Anticipated usage in time period and per person.
 - 14.2. The program responsible for the request must have been in contact with the Office of Student Engagement and Leadership prior to making the request.
 - 14.3. The subscription must be a renewal
15. **Premium Club Supplies:** Requests for premium items will be funded to the basic necessary equipment required for the program to function at a maximum of \$200.
 - 15.1. Premium Items are defined as any item that by itself costs more than \$100.
 - 15.2. Requests for premium items must include:
 - 15.2.1. What premium item is desired.
 - 15.2.2. The cost of each premium item.
 - 15.2.3. Why each individual premium item is necessary for the club and for our campus.
 - 15.2.4. Anticipated usage in time period (sustainability).
 - 15.2.5. Where the premium item will be stored.
 - 15.2.6. Whether the item is a replacement, a restock of a used up item, or a new item.
16. **Required Fees:** Requests for fees which are required to participate in some competition

shall be funded by ASWU up to **\$1000** per semester.

- 16.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.

Funding Precedents: Tier 3

SECTION 1: Tier 3 Restrictions

1. ASWU does not fund:

- 1.1. Personalized or individual-use items including (but not limited to): mouthguards or clothing.
- 1.2. ASWU may fund Personalized clothing/gear that remain within programs for sustained use in fostering greater club recognition on campus when deemed appropriate.
- 1.3. Giveaways including (but not limited to): prizes, gifts, gratuities, or materials for personal projects.
- 1.4. Materials for fundraisers or profit-generating events unless intended for charity or to reimburse funding allocated by ASWU.
- 1.5. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.6. Flights or travel by van lasting any more than 2 days.
- 1.7. Lodging unless required to maintain driver safety by campus safety policy.
- 1.8. External services or materials that the University or ASWU already provides.
- 1.9. Expenses for events that generate academic credit.
- 1.10. Events that are not open to the University public and all students.
 - 1.10.1. Certain exceptions contained within the precedents may apply.
- 1.11. Bonding events for programs as defined in Section 3.
- 1.12. Printing
- 1.13. Entertainers
- 1.14. Movie Rights
- 1.15. Subscriptions
- 1.16. Premium Club Supplies

SECTION 2: Tier 3 Precedents

1. **Food:** Requests will be funded at a price-per-head of \$3.50 based on the anticipated attendance or historical attendance of an event.
 - 1.1. All food requests must have an itemized cost breakdown including:
 - 1.1.1. What food items will be purchased.
 - 1.1.2. Where the food items will be purchased from.
 - 1.1.3. The cost of each individual item, including the sum of all the items.
 - 1.1.4. Why the specific food items are necessary for the event and for the club.
 - 1.2. Anticipating attendance is necessary. If an anticipated attendance or historical attendance is unavailable, groups may use a Petition of Interest Form to estimate attendance.

- 1.3. Cultural foods may be allocated funding beyond the price-per-head of \$3 with the requirement that the request follows the guidelines in item (1) subsection (a) above.
 - 1.4. ASWU will fund food for a maximum of 1 event per semester.
 - 1.5. Exclusions:
 - 1.5.1. Food for meetings.
 - 1.5.2. Events that are not open to all students.
 - 1.6. Exception for multicultural and religious clubs as identified in item 2.
2. **Multicultural/Religious Club “Closed” Events:** Requests for foods/items at closed multicultural and religious program events shall be funded up to **\$50** a semester for each relevant student program.
 - 2.1. A “closed” multicultural or religious event is that which is only open to any individual who identifies with the cultural/religious group that the club represents.
3. **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.
 - 3.1. Cost-per-head/event \$20
 - 3.2. ASWU will fund admissions for a maximum of 1 event per semester.
4. **Transportation:** Requests will be funded at \$73.03 per van per day in accordance with University rental policies at up to 1 total trips per semester.
 - 4.1. If location information is provided, **mileage** may be reimbursed:
 - 4.1.1. For rental vehicles at \$0.20 per mile for up to 100 miles, and \$0.10 for all miles after that per vehicle.
 - 4.2. For personal vehicles at \$0.655 per mile in accordance with Federal and University policies.
5. **Decorations:** Requests will be funded at \$50 per event.
 - 5.1. Decorations are defined as materials used to furnish and ornament the space of an event.
 - 5.2. Cultural decorations may be allocated funding beyond the precedent of \$50 if the request includes:
 - 5.2.1. What decoration items will be purchased.
 - 5.2.2. Where the decoration items will be purchased from.
 - 5.2.3. The cost of each individual item, including the sum of all the items.
 - 5.2.4. Why the specific decorations are necessary for the event and to the cultural nature of the club.
 - 5.2.5. Whether the decoration is reusable or will be disposed of.
 - 5.3. ASWU will fund decorations for a maximum of 1 event per semester.
 - 5.4. Exclusions:
 - 5.4.1. Decorations for meetings.
6. **Recreational Activities:** Requests for recreational sports and outdoor activities will be funded for a maximum of (1) events or necessary items.
 - 6.1. Inclusions:
 - 6.1.1. Required equipment (Safety)
 - 6.1.2. Trainers or guides
 - 6.1.3. Coaches
 - 6.2. Requests for recreational sports or outdoor activities must include:

- 6.2.1. What items are desired.
 - 6.2.2. The purpose of the item.
 - 6.2.3. The cost of each item.
 - 6.2.4. Why the items are necessary for the event, club, and for our campus.
 - 6.2.5. Number of participants in the activity/event.
- 7. **Security:** Requests will be funded on a case-by-case basis at \$23/officer/hour with a 2 hour minimum.
 - 7.1. Events for which security is requested must satisfy one of the following:
 - 7.1.1. Alcohol is served at the event.
 - 7.1.2. A significant number of off-campus guests are invited.
 - 7.1.3. More than 200 people are anticipated to attend.
 - 7.1.4. A controversial topic or entertainer is planned.
 - 7.2. Requests for security must include:
 - 7.2.1. Anticipated attendance.
 - 7.2.2. What the event is.
 - 7.2.3. How long the event is.
 - 7.2.4. Why the event is necessary for the club and for our campus.
 - 7.2.5. Why security is needed for the event (use criteria in item 7.1)
 - 7.2.6. A security quote from campus safety.
- 8. **Games:** Requests for games (board or video) will be funded up to \$60 per semester.
 - 8.1. Requests must include:
 - 8.1.1. What the games are.
 - 8.1.2. The costs of each individual game.
 - 8.1.3. Why the game is necessary for the club.
 - 8.1.4. Anticipated club participation.
 - 8.1.5. Where the games will be stored.
 - 8.1.6. Whether the game is a replacement, an additional copy of an existing game, or a new game.
 - 8.2. ASWU does not fund:
 - 8.2.1. collector's editions of games.
 - 8.2.2. in-game currency.
- 9. **General Items and Supplies:** Requests for general supplies, if necessary to the club, will be funded up to \$90 per semester.
 - 9.1. Requests must include:
 - 9.1.1. What the supplies are.
 - 9.1.2. The costs of each individual item.
 - 9.1.3. Why the item is necessary for the club.
 - 9.1.4. Anticipated club participation.
 - 9.1.5. Where the items will be stored.
 - 9.1.6. Whether the item is a replacement, a restock of a used up item, or a new item.
- 10. **Compensation:** Requests for compensation may be funded at the current minimum wage on a case-by-case basis for ASWU Programs or Initiatives determined by the Finance Board.
 - 10.1. The program responsible for the request must provide:
 - 10.2. The position(s) for which they are requesting compensation.
 - 10.2.1. The weekly hours required by the position.
 - 10.2.2. The job description for the position.

- 10.2.3. The advisor of the program.
- 10.2.4. Why the position deserves to be paid.
- 10.2.5. Why the position is important to the program and to our campus.
- 11. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to **\$750** per semester.
 - 11.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.

Funding Precedents: Tier 4

SECTION 1: Tier 4 Restrictions

1. 1. ASWU does not fund:

- 1.1. Personalized or individual-use items including (but not limited to): mouthguards or clothing.
- 1.2. Personalized clothing/gear that remain within programs for sustained use in fostering greater club recognition on campus when deemed appropriate.
- 1.3. Giveaways including (but not limited to): prizes, gifts, gratuities, or materials for personal projects.
- 1.4. Materials for fundraisers or profit-generating events unless intended for charity or to reimburse funding allocated by ASWU.
- 1.5. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.6. Flights or travel by van lasting any more than 2 days.
- 1.7. Lodging unless required to maintain driver safety by campus safety policy.
- 1.8. External services or materials that the University or ASWU already provides.
- 1.9. Expenses for events that generate academic credit.
- 1.10. Events that are not open to the University public and all students.
 - 1.10.1. Certain exceptions contained within the precedents may apply.
- 1.11. Bonding events for student programs as defined in Section 3.
- 1.12. Food
- 1.13. Admissions
- 1.14. Transportation
- 1.15. Decorations
- 1.16. Printing
- 1.17. Recreational Activities
- 1.18. Entertainers
- 1.19. Games
- 1.20. Movie Rights
- 1.21. Subscription services
- 1.22. Premium Club Supplies
- 1.23. Rental Equipment

SECTION 2: Tier 4 Precedents

1. **Multicultural/Religious Club “Closed” Events:** Requests for foods/items at closed multicultural and religious program events shall be funded up to **\$25** a semester for each relevant student program.
 - 1.1. A “closed” multicultural or religious event is that which is only open to any individual who identifies with the cultural/religious group that the club represents.
2. **Security:** Requests will be funded on a case-by-case basis at \$23/officer/hour with a 2 hour minimum.
 - 2.1. Events for which security is requested must satisfy one of the following:
 - 2.1.1. Alcohol is served at the event.
 - 2.1.2. A significant number of off-campus guests are invited.
 - 2.1.3. More than 200 people are anticipated to attend.
 - 2.1.4. A controversial topic or entertainer is planned.
 - 2.2. Requests for security must include:
 - 2.2.1. Anticipated attendance.
 - 2.2.2. What the event is.
 - 2.2.3. How long the event is.
 - 2.2.4. Why the event is necessary for the club and for our campus.
 - 2.2.5. Why security is needed for the event (use criteria in item 2.1).
 - 2.2.6. A security quote from campus safety.
3. **General Items and Supplies:** Requests for general supplies, if necessary to the club, will be funded up to \$30 per semester.
 - 3.1. Requests must include:
 - 3.1.1. What the supplies are.
 - 3.1.2. The costs of each individual item.
 - 3.1.3. Why the item is necessary for the club.
 - 3.1.4. Anticipated club participation.
 - 3.1.5. Where the items will be stored.
 - 3.1.6. Whether the item is a replacement, a restock of a used up item, or a new item.
4. **Compensation:** Requests for compensation may be funded at the current minimum wage on a case-by-case basis for ASWU Programs or Initiatives determined by the Finance Board.
 - 4.1. The program responsible for the request must provide:
 - 4.1.1. The position(s) for which they are requesting compensation.
 - 4.1.2. The weekly hours required by the position.
 - 4.1.3. The job description for the position.
 - 4.1.4. The advisor of the program.
 - 4.1.5. Why the position deserves to be paid.
 - 4.1.6. Why the position is important to the program and to our campus.
5. **Required Fees:** Requests for fees which are required to participate in some competition shall be funded by ASWU up to **\$250** per semester.
 - 5.1. These fees may include field fees, tournament fees, team registration fees, player registration fees, required player training fees etc.

Funding Precedents: Tier 5

SECTION 1: Tier 5 Restrictions

1. ASWU does not fund:

- 1.1. Personalized or individual-use items including (but not limited to): mouthguards or clothing.
- 1.2. Personalized clothing/gear that remain within programs for sustained use in fostering greater club recognition on campus when deemed appropriate.
- 1.3. Giveaways including (but not limited to): prizes, gifts, gratuities, or materials for personal projects.
- 1.4. Materials for fundraisers or profit-generating events unless intended for charity or to reimburse funding allocated by ASWU.
- 1.5. Expenses for conferences or retreats including (but not limited to): lodging, transportation, and admission.
- 1.6. Flights or travel by van lasting any more than 2 days.
- 1.7. Lodging unless required to maintain driver safety by campus safety policy. External services or materials that the University or ASWU already provides.
- 1.8. Expenses for events that generate academic credit.
- 1.9. Events that are not open to the University public and all students.
 - 1.9.1. Certain exceptions contained within the precedents may apply.
- 1.10. Bonding events for student programs as defined in Section 3.
- 1.11. Food
- 1.12. Admissions
- 1.13. Transportation
- 1.14. Decorations
- 1.15. Printing
- 1.16. Recreational Activities
- 1.17. Entertainers
- 1.18. Games
- 1.19. Movie Rights
- 1.20. Subscription services
- 1.21. Premium Club Supplies
- 1.22. Rental Equipment

SECTION 2: Tier 5 Precedents

1. 1. Uniform percentage cuts

- 1.1. The percentage will vary based on the amount of dollars in the ASWU unallocated fund and the total amount requested in the period.
- 1.2. In order to calculate the percentage, the current Treasurer will take the remaining funds in the unallocated account and divide them by the total amount requested
- 1.3. Once the Finance Board has found the percentage to utilize, they will apply it to each club request.