

ASWU Funding Procedures

Updated: 10/23/2025

Section 1: Definitions and Abbreviations

Senate: The ASWU Senate

Finance Board: The permanent ASWU Committee made up of the ASWU Treasurer and up to four Senators appointed and approved by the Senate responsible for club/organization affiliations and funding

Student Programs: Any student-led club or organization

Section 2: ASWU shall

1. Only disburse funds from the Unallocated Funds account with a majority vote from the Senate
2. Hold three funding rounds during every semester
 - 2.1. The funding disbursed in the first two rounds (Fall Rounds 1 and 2, Spring Rounds 1 and 2) shall be used only during the semester in which it is allocated
 - 2.2. The funding disbursed in the third round each semester (Pre-Fall and Pre-Spring) shall be used only in preparation for and during the next semester
 - 2.3. Each funding round shall have three phases
 - 2.3.1. Open requests
 - 2.3.1.1. This phase shall last one week
 - 2.3.1.2. During this phase, all clubs and organizations must be given reasonable and equal opportunity to submit requests for funding by the Finance Board and Senate
 - 2.3.2. Consideration
 - 2.3.2.1. This phase shall start upon the closing of the first phase and end when the Senate makes a final vote to approve funding
 - 2.3.2.2. Finance Board shall consider all properly submitted requests and prepare an initial recommendation to the Senate and to club/organization leaders
 - 2.3.2.2.1. This recommendation shall include full reasoning for any unfunded request
 - 2.3.2.3. The Senate shall be given at least one full day to consider the Finance Board's recommendation before being asked to vote
 - 2.3.3. Allocation and spending
 - 2.3.3.1. This phase shall begin with the final approval vote and continue indefinitely through the semester
 - 2.3.3.2. The ASWU Treasurer shall with all reasonable speed submit a journal entry to transfer funding from the ASWU Unallocated Funds account to the approved accounts

- 2.3.3.3. The Senate's final decision shall be sent directly to all requesting clubs and organizations no more than 24 hours after the final vote
- 2.3.3.4. The Senate's final decision shall be posted publicly on the ASWU website no more than one week after the final vote
- 2.3.3.5. Clubs shall have the chance to submit an appeal for funding requests not granted
 - 2.3.3.5.1. The appeal form shall be maintained by the Treasurer
 - 2.3.3.5.2. The appeal shall be submitted no more than one week after the funding round decision is announced
- 3. Keep a set of funding precedents
 - 3.1. The precedents shall be reviewed once per year by the Finance Board or the Senate
 - 3.2. The precedents shall be made easily available to any student who wants them within reason
 - 3.3. The precedents shall be default guidelines, but ASWU reserves the right to, at necessity, disregard precedent
- 4. Provide reasonable assistance to student programs in applying for funding
 - 4.1. Each club or organization shall be allotted a member of Finance Board to have direct contact with to facilitate communication and assistance
- 5. Maintain the financial solvency of ASWU
 - 5.1. In Pre-Fall/Pre Spring funding round requests, ASWU shall allocate no more than 60% of the total projected semesterly income
 - 5.2. In the Round 1 funding requests, ASWU shall allocate no more than 85% of the total projected semesterly income
 - 5.3. If these guidelines are violated, the ASWU Treasurer will prepare a report explaining why it was important or necessary to ASWU

Section 3: Student Program Requirements

- 1. In order to be eligible for ASWU Funding, a student program must be affiliated with ASWU and SEAL
 - 1.1. The following requirements must be completed by the end of each fall semester
 - 1.1.1. Create and submit a yearly Community Respect and Responsibility plans
 - 1.1.2. Attend a yearly community training specified by ASWU
 - 1.1.2.1. Keep up to date and submit a comprehensive program inventory.
 - 1.2. The following requirements must be completed prior to the disbursement of any ASWU funding
 - 1.2.1. Two leadership officers, President and Treasurer if applicable, must attend a Student Club and Organization Orientation (SCOO)
 - 1.2.2. Complete a yearly review and update of the program's constitution
 - 1.2.3. Complete a yearly SEAL re-registration form
 - 1.2.4. Have a current club-advisor agreement on file
 - 1.2.5. Settled all previous debts to ASWU
 - 1.2.5.1. a student program may request new funding in the same round as debt reconciliation

- 1.2.5.2. ASWU may only fund new requests in the same round as debt reconciliation if they also fund debt reconciliation
2. In order to be considered for ASWU funding, a funding request must
 - 2.1. Include the program's G/L(General Ledger) Number
 - 2.2. Include the name and email of the program's funding contact person. This should be the program's treasurer whenever possible
 - 2.3. Include in some form the reason why an item is important to the mission of the club/organization
 - 2.4. Include in some form the estimated number of people who will be benefitting from or using the result of a request and how that estimate was calculated
 - 2.5. Be submitted prior to the deadline in the format determined by the ASWU Treasurer

Section 4: Tiered Funding

1. In the case that ASWU does not have the necessary funding to grant all requests, cuts shall be made according to a tiered system
 - a. Initially all requests shall be funded to ASWU Funding Precedents Tier 1
 - b. If the previous recommendation's total allocation is over the budget for the funding round, ASWU will allocate funding to student programs according to the ASWU Funding Precedents Tier 2
 - c. If the previous recommendation's total allocation is over the budget for the funding round, ASWU will allocate funding to student programs according to the ASWU Funding Precedents Tier 3
 - d. If the previous recommendation's total allocation is over the budget for the funding round, ASWU will allocate funding to student programs according to the ASWU Funding Precedents Tier 4
 - e. If the previous recommendation's total allocation is over the budget for the funding round, ASWU will allocate funding to student programs according to the ASWU Funding Precedents Tier 5