

Finance & Budget Committee

Session 122

Date: *October 17, 2022*



ASSOCIATED STUDENTS OF THE
UNIVERSITY OF WASHINGTON

Submitted by Mitchell Klein, Finance and Budget Director

FINANCE BILL 6.01: An Act to Adopt the FY23 Special Appropriations Guidelines

WHEREAS: Each year, the Finance and Budget Committee reviews and approves guidelines for Special Appropriations funding; and,

WHEREAS: The guidelines include annual funding limits, quarterly fund levels, funding requirements, and rules for approving funding; now

THEREFORE, BE IT ENACTED BY THE ASSOCIATED STUDENTS OF THE UNIVERSITY OF WASHINGTON FINANCE AND BUDGET COMMITTEE

THAT: The attached 2022-2023 Special Appropriations Guidelines be approved for the 2023 Fiscal Year; and

THAT: A copy of this bill be forwarded to Mitchell Klein, ASUW Finance & Budget Director; Ella Chuang, ASUW Operations Coordinator; and Rene Singleton, HUB Associate Director.

End

2022-2023 Special Appropriations Guidelines

ASUW Bylaws: Article V: Section 11: Procedures for Requesting and Allocating Funds from Special Appropriations

A. Criteria for funding as outlined below:

1. The Registered Student Organization must submit an application at minimum four weeks before the date of the event.
 - a. Registered Student Organizations with events taking place within the first five weeks of Autumn quarter may begin applying July 1st.
2. The Registered Student Organization must consult with a Student Activities Advisor regarding the event before consideration by the Finance and Budget Committee can take place. This meeting must occur at least two weeks before the event date, unless written permission is given by the Finance and Budget Director. A Student Activities Advisor must confirm with the Finance and Budget Director, and their Administrative Assistant that this meeting has taken place and the application is ready for Finance and Budget Committee review.
3. Attendance by a representative of the Registered Student Organization at the Special Appropriations meeting where the request is considered is mandatory.

4. Attendance by a representative of the Registered Student Organization at the Board of Directors meeting where the appropriation is considered may be requested by any member of the Board of Directors.

B. Special Appropriations funds will be allocated to events occurring during specific quarters as follows: 60% will be split between Autumn and Winter quarters per the discretion of the Finance and Budget Committee, with the remaining 40% allocated to Spring. If not all funds assigned to a specific quarter are used, they may be carried forward into the remaining quarters. During Summer Quarter, the interim Finance and Budget Committee may allocate up to \$10,000 to events occurring during Autumn quarter.

C. All requests must be submitted to the Finance and Budget Director.

D. Appropriate estimates and event room reservation confirmation must be included for all monies requested.

Special Appropriations Guidelines

The Finance and Budget Committee has adopted these guidelines for Special Appropriations funding for the 2022-2023 academic year.

Funding Level:

This year, ASUW has a total of \$60,000.00 available in Special Appropriations funding. This amount is split between quarters accordingly:

Autumn '22: \$17,000.00

Winter '23: \$19,000.00

Spring '23: \$24,000.00

Any remaining funds at the end of each quarter will roll over into the next and be reflected in that quarter's fund balance.

Funding Limits:

The maximum amount any RSO shall be eligible to receive each year is set by the Finance and Budget Director. For the 2022-2023 year, this amount shall be capped at \$2,000.00 per RSO per year.

Not Allowed: Ongoing or subscription payments of any kind are not allowed (including those that would be paid once and then require canceling afterward). Services where the final cost is not known up-front prior to services rendered (such as certain online advertisement services) along with upgrades to an RSO website are also not allowed. Transportation services off-campus are not allowed (UCAR, bikes or scooters rentals, ridesharing, buses, etc.). Prizes and giveaways are not allowed. Food and food delivery services are not allowed. UW faculty, staff and students may not be paid.

Funding Guidelines:

The following guidelines have been established to ensure that Special Appropriations funding is allocated to as many RSOs as possible and can benefit as many students as possible.

Cost Per Student: This ratio allows the Finance and Budget Committee to review each request equally, regardless of the size of the event. We calculate this ratio by dividing the total request by the number of UW students reasonably expected to attend the event. For the 2022-2023 year, the cost per expected UW student attendee will ideally be around \$10.00.

Impact on Quarterly Fund: The Finance and Budget Committee will consider the impact that each request has on the quarterly Special Appropriations Fund (*see Funding Level above*) in its decision to fund or not fund an event. This is to ensure that as many RSOs are funded while being mindful of the sustainability of the Special Appropriations Fund.

Preference: Preference will be given to events demonstrating a wideness of appeal; events directed primarily at UW students; organizations demonstrating a history of success in putting on well-attended events; organizations which have pursued other sources of funding; and to items in requests that are essential to the event's success.

Funding Rules and Regulations:

The following selection of rules and regulations regarding Special Appropriations funding are binding. Failure to follow these rules and regulations will result in a

suspension/revocation of funding. Please see your SAO Advisor if you have any questions or concerns.

Eligibility: Only Registered Student Organizations (RSOs) are eligible for Special Appropriations funding.

Student Involvement: Students must be involved in all stages of planning. Events initiated/controlled by faculty, staff, or the general public will not be approved.

Non-Discrimination: Our processes, criteria, or evaluation of requests shall not discriminate on the basis of race, color, national origin, sex, religion, sexual orientation, gender identity, gender expression, citizenship status, disability, or veteran status.

Americans with Disabilities Act: All print and electronic advertising and promotional materials for funded events must include the Americans with Disabilities Act statement.

Honoraria: Honoraria (payment to speakers and performers) may not be granted to anybody on UW Payroll.

Timeline: Requests may take up to 4 weeks to process once submitted, so applying early is encouraged. Applications are reviewed on a first-come, first-served basis.

Outside Funding: RSOs must notify the Finance and Budget Committee of all outside sources of funding being sought or used to supplement Special Appropriations funds.

Ticket Sales: RSOs selling tickets for their event must utilize the HUB Ticket Crew. All admission devices (tickets, passes, etc.) must be drawn through the HUB Ticket Office. Exceptions may be made by the Finance and Budget Committee.

Revenue: A portion (15%) of all net profits from ASUW-funded events shall be returned to the ASUW Special Appropriations fund.

Budget: Applicants must submit a preliminary budget for their event alongside their application for funding. RSOs that receive funding must submit a final budget to the Finance and Budget Committee within the 4 weeks following the event.

Contracts and Purchasing: Only the Student Activities Director may sign contracts. Students are advised not to make verbal contracts as they are non-binding. All purchases must be made through your SAO Adviser and must comply with Federal, State, University, and ASUW policies.

ASUW Recognition: Events must include "ASUW" in speaker introductions, publicly acknowledge the ASUW as a sponsor of the event, and include the official ASUW logo in all promotional and advertising materials. RSOs must submit copies of promotional and advertising materials to the Finance and Budget Committee.

ASUW Representation: All ASUW-sponsored events shall admit at least two members of the Finance and Budget Committee and allow full participation in all event activities at no price. These attendees shall be chosen by the Finance and Budget Director and will report back to the ASUW's Finance and Budget Committee on how the event went.