

Western Washington University
Associated Students
Student Development Fund
September 2009 **November 2012**

The AS Student Development Fund (**FXXSDV**) is an operating account established by the AS Board of Directors for the purpose of funding the professional development of AS employees, while benefiting the Western student body. Money from the SDF may be given as a grant or underwrite.

Events funded by the AS SDF must meet the following conditions:

1. All participants must be employees of the AS and not a member of the AS Board of Directors.
2. The program/conference/event must fall within the mission objective of the ASWWU and provide a value to Western students.

Procedures:

- ~~1. The AS Personnel Director makes all decisions regarding allocations from the AS SDF. If a conflict of interest arises, the AS VP for Business and Operations makes the final decision.~~
All funding requests under \$150 will require the approval of both the Personnel Director and the AS VP for Business & Operations. In the event of a disagreement, the AS President will act as tiebreaker.
All funding requests over \$150 will be decided on by the Personnel Committee, with two weeks' notice.
2. Employees seeking to use the fund will follow the funding guidelines and procedures set by the AS Personnel Office.

Amendments:

Amendments to this policy require a majority vote of the AS Board of Directors.

Interpretation and Enforcement: AS Personnel Director; VP for Business & Operations,
AS Board of Directors
Student development fund.POL
Approved By: AS Board of Directors
Date Approved: September 30, 2009, ASB-09-F-08
Organization: Associated Students

FUNDING – Please list all sources of funding.

Office/Department's Contributions \$ _____

Co-sponsorship from other groups \$ _____ Co-sponsor _____ Phone Number _____

Other funding sources \$ _____

Request from Student Development Fund \$ _____

\$ _____
Total Funding

**** All requests require director or staff manager approval prior to being submitted to the Personnel Office.**

Director or Staff Manager Signature

Date

FOR OFFICIAL USE ONLY:

If request is under \$150, it must be approved by both the Personnel Director & ASVP for Business & Operations.

Approved: Yes No \$ _____
Amount Date Approved Approved by: (Personnel Director)

Approved: Yes No \$ _____
Amount Date Approved Approved by: (ASVP Bus Ops)

If request is over \$150, it must be approved by Personnel Committee

Approved: Yes No \$ _____
Amount Date Approved Approved by: Personnel Committee