

**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.~~
1. Submit Student Development Funding Request form at least 2 weeks in advance of when a decision is needed.
2. a) All funding requests under \$150-400 will require the approval of both the Personnel Director and the AS VP for Business & Operations AS Business Director. In the event that a decision cannot be made, or a conflict of interest arises the AS ~~President~~ AS VP for Business & Operations will make the final decision.
- b) All funding requests over \$150-400 will be decided on by the Personnel Committee, with two weeks' notice.
3. 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:**  
Organization: Associated Students



**EXPENSES** – Please list all expenses.

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
	\$ _____
	<b>Total Expenses</b>

**FUNDING** – Please list all sources of funding.

Office/Department's Contributions	\$ _____		
Co-sponsorship from other groups	\$ _____	_____	_____
		<b>Co-sponsor</b>	<b>Phone Number</b>
Other funding sources	\$ _____		
Request from Student Development Fund	\$ _____		
	\$ _____		
	<b>Total Funding</b>		

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

\_\_\_\_\_  
*Director or Staff Manager Signature*

\_\_\_\_\_  
*Date*

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**FOR OFFICIAL USE ONLY:**

**If request is under \$400, it must be approved by both the AS Personnel Director & ASBusiness Director.**

Approved:	Yes	No	\$ _____	_____	_____
			<b>Amount</b>	<b>Date Approved</b>	<b>Approved by: (AS Personnel Director)</b>
Approved:	Yes	No	\$ _____	_____	_____
			<b>Amount</b>	<b>Date Approved</b>	<b>Approved by: (AS Business Director)</b>

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**AS VP for Business & Operations will make final decisions on ties and/or conflicts of interests.**

Approved:	Yes	No	\$ _____	_____	_____
			<b>Amount</b>	<b>Date Approved</b>	<b>Approved by: (AS VP for Business &amp; Operations)</b>

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**If request is over \$400, it must be approved by Personnel Committee.**

Approved:	Yes	No	\$ _____	_____	_____
			<b>Amount</b>	<b>Date Approved</b>	<b>Signed by: AS Personnel Committee Chair</b>

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