

Western Washington University
Associated Students
Large Event Opportunity Fund Policy
March 2015

The Large Event Opportunity Fund (LEOF) is a reserve account established by the AS for the purpose of supplementing the cost of large events. Money from this fund may be allocated as a grant, loan, or underwrite.

Events funded by the LEOF must meet five qualifications:

1. The event's primary sponsor is an AS programming office
2. The amount requested from the LEOF exceeds \$500
3. Funding is to be used for events that present a unique or unforeseeable opportunity that will enhance the Western student experience and are beyond the scope of the office's allocated budget.
4. The event must fall within the mission of the AS programming office.
5. The event must be open to the entire student body and projected to have an attendance of over 100 students.

Procedures:

1. The AS Activities Council makes all decisions regarding allocations from the LEOF. Proposals will be submitted in accordance with the established Activities Council funding process which includes:
 - a. Proposals are to be submitted at least 5 weeks before the date of the event.
 - b. Provide the following information through the OrgSync form: event details, projected attendance, funds requested, and an event budget demonstrating all expenses as well as the financial contribution of all sponsors.
2. The event coordinator must provide clear and convincing evidence that the event will draw the expected attendance and provide clear evidence of how the student body will benefit from the event.
3. The AS Activities Council will hear the proposal as an information item at the first meeting at which it is presented, and will take action no sooner than the next regularly scheduled meeting.
4. Programming offices are limited to receiving LEOF requests once a year. The Activities Council reserves the right to make exceptions at their discretion.
5. Food is not eligible to be funded by the LEOF unless included as part of a contract with the artist or performer in question.
6. Professional development opportunities may not be funded by the LEOF.

Interpretation and Enforcement: VP for Activities, AS Activities Council.

Large Event Opportunity Fund. POL

Approved By: AS Board of Directors

Date Approved:

Organization: Associated Students

7. Clubs may access this fund in collaboration with another AS Programming office

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