

# AS Activities Council Funding Request

Before submitting this form, please read the AS Activities Council Guidelines. Immediately after submitting, setup a meeting with the AS Club Coordinator at [as.clubs@wwu.edu](mailto:as.clubs@wwu.edu), to review your submission and discuss the Council's funding process. Requests will not move forward until this meeting has occurred.

Submit your request and complete your review meeting by any Wednesday at 5 pm to be on the Activities Council agenda for the following Monday.

You will be notified by email of the time and location of the Activities Council Meeting

Be sure to adhere to the required timelines for submission.

Submissions are due:

- Any Wednesday by 5pm in order to make it onto the upcoming Monday's Activities Council Agenda.
- General event/activity = at least 3 weeks before event
- Event/activity including a paid performer/presenter = at least 4 weeks before event
- Travel = at least 4 weeks before, unless involving airlines, then 5 weeks before

Meeting Process:

- Requests for less than \$75 may be approved with an executive decision by the VP of Activities, without attending an Activities Council meeting.
- Requests for more than \$75 but less than \$300 will go through a one meeting process. You will describe your event/expense and the council Council will vote during the same meeting.
- Funding requests over \$300 will go through a two meeting process. A club representative will introduce your proposal at the first meeting and return the following week for the Council's final vote.

## General Information

Before submitting this form, please read the AS Activities Council Guidelines. Immediately after submitting, setup a meeting with the AS Club Coordinator at [as.clubs@wwu.edu](mailto:as.clubs@wwu.edu) to review your submission and discuss the Council's funding process. Requests will not move forward until this meeting has occurred.

Submit your request and complete your review meeting by any Wednesday at 5 pm to be on the Activities Council agenda for the following Monday.

You will be notified by email of the time and location of the Activities Council Meeting

Be sure to adhere to the required timelines for submission.

Submissions are due:

- Any Wednesday by 5pm in order to make it onto the upcoming Monday's Activities Council Agenda.
- General event/activity = at least 3 weeks before event
- Event/activity including a paid performer/presenter = at least 4 weeks before event
- Travel = at least 4 weeks before, unless involving airlines, then 5 weeks before

Meeting Process:

- Requests for less than \$75 may be approved with an executive decision by the VP of Activities, without attending an Activities Council meeting.
- Requests for more than \$75 but less than \$300 will go through a one meeting process. You will describe your event/expense and the council Council will vote during the same meeting.

[Required] Presenting Organization

[Required] Student Name:

Name of the student submitting the funding request

[Required] Phone Number

[Required] WWU Email

[Required] Club Budget Authority Approval

Valid input:

- Select only one choice.

I verify that I am the current, trained Budget Authority for the presenting organization

I verify that our Budget Authority is fully aware of this request and is in support of it

We do not currently have a trained Budget Authority, but realize we will have to designate someone for this role and ensure they get trained in order to use Activities Council funds

[Required] Name of the Event / Project / Conference

Event Date(s)  
If applicable

Location  
If applicable

Estimated Number of Attendees  
(If applicable)

(if traveling) Post-Conference Presentation / Activity

Provide a brief description of the on-campus program or activity you will present after the conference as a means of sharing the knowledge and experience you gain with a broader community at Western

[Required] Reason for Funding

Provide a thorough description of the event or what the funds are requested for and the expected benefits to the Western community and your club

## Expenses & Funding Sources

Please provide documentation for all anticipated expenses and revenue for your event / project / conference. Even if you are not asking Activities Council to fund the full amount, it's very helpful to know the total for all expenses.

A very useful Excel budgeting template is linked below. It is preferred that you complete this template and upload it here; however, any file format is acceptable as long as the budget is clear and thorough.

Template: <https://orgsync.com/22434/files/261717/download>

[Required] Budget Document Upload

Please attach an excel spreadsheet or document (the template above is preferred) with your total anticipated expenses and sources of revenue.

The questions below ask you to duplicate some of this information onto the form for easy access.

[Required] Total Anticipated Expenses

Your Club/Organization's Contribution

Please write how much money your club will be contributing. Leave blank if the amount is zero.

Estimated Ticket Sales

If you will be selling tickets for your event, please provide an estimate for ticket revenue

Co-Sponsorship from other groups

Please write how much money any other groups will be contributing. Leave blank if the amount is zero.

Other Revenue

Please write any additional revenue you will be using. Leave blank if the amount is zero.

[Required] Amount Requested from Activities Council  
Please state how much money you are requesting from Activities Council

[Required] Will the money requested be a grant, loan or underwrite?

Underwrite: Both the organization and the Activities Council share in the financial risk. Organization repays as much as they can out of revenue, or returns any used funding.

Grant: The money is granted outright and does not need to be repaid.

Loan: Must be repaid – the requesting organization assumes all financial risk

- Grant
- Loan
- Underwrite

## Funding Request Consent

As a reminder, you must meet with a staffer from the AS Club Activities Office (aka Club Hub, VU 425) to review your request form upon submission. Your request will NOT move forward until you have met with one of these staffers for review and discussion. The easiest means for setting up an appointment or having your request reviewed immediately is to personally visit the Club Hub during open hours. Otherwise, you should email to setup a specific meeting time. The primary staffer who meets with club about these requests is Ashlyn Doltar at as.clubs@wwu.edu.

[Required] Statement of Understanding

I have read and do understand the above statement.

Valid input:

- Select only one choice.

- I Agree

[Admin Use Only] Staff Reviewer of Request

Valid input:

- Select only one choice.

- Casey Hayden, Coordinator of Student Activities
- Ashlyn Doltar, AS Club Coordinator
- Giselle Alcantar Soto, AS VP for Activities

[Admin Use Only] Results of Council Vote

format: "X-X-X" (for-against-abstained)

[Admin Use Only] Amount of Funding Allocated

[Admin Use Only] Type of Funding

Valid input:

- Select only one choice.

- must select a value.

- Grant
- Underwrite, repaying unspent dollars only
- Underwrite, repaying portion from revenue
- Loan

[Admin Use Only] From which A.C. Budget(s)?

- Grants, Loans, Underwrites
- Club Conference
- Academic Conference

[Admin Use Only] Date of A.C. Decision

[Admin Use Only] Special Notes

(repayment deadline, funding split if funded from multiple budgets, etc.)