

Current Supplemental Funding Policy

**Western Washington University
Associated Students
AS Program Supplemental Fund
October 2009**

The AS Program Supplemental Fund (PSF) is an operating account established by the AS Board for the purpose of supplementing the cost of program or events for AS Programs. Money from the Supplemental fund may be given as a grant, loan, or underwrite.

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

1. The program primary sponsor must be an AS Program.
2. The program must fall within the mission objective of the AS program.

Procedures:

1. The AS Management Council makes all decisions regarding allocations from the AS PSF.
2. The event coordinator will follow the proposal guidelines and procedures set by the AS Management Council.
3. The AS Management Council will hear the proposal and take action at the same meeting.
4. Under special circumstances proposals can be brought to the Board of Directors by the AS VP for Bus Ops.

Amendments:

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

Approved by the AS Board of Directors by motion **ASB-09-F-34** the 9-30-09 meeting

AS Board of Directors:

At the end of the 09-10 academic year, Management Council (MC) determined that hearing supplemental event funding requests from AS Productions (ASP), the Resource & Outreach Programs (ROP), and the Environmental & Sustainability Programs (ESP) was taking too much time, a conclusion the AS Board of Directors made for itself less than a year before.

Given its current authority to distribute supplemental funding according to its will, MC determined to expedite \$12,000 out of \$15,000 in distribution authority to the ASP, ROP, and ESP directors. This is what the last Vice-President for Business & Operations left for me. This is the decision of the status quo, the policy that prevails if the AS Board doesn't vote in a new policy. This is something I could have ran by the Board as an acknowledgement item, or maybe just not ran it by the Board at all.

However, we feel that a new policy should be drafted to significantly improve the last MC's decision on supplemental event funding. So our new policy encapsulates 5 unique benefits:

- 1. Defining Supplemental Funding**—By looking at minutes from two Board meetings this summer and in consultation with advisers and directors, we have created a definition to define supplemental event funding and its appropriate applications. See Item #1.
- 2. Fairness**—This policy requires an application for supplemental funding to be created and used. Attached are the applications for each department. Since all offices within a department will fill out the same form, this uniformity engenders fairness. See Item #3.
- 3. Accountability**—If future directors were allowed to spend supplemental funding at will without check, it could lead to reckless spending. By having to justify all decisions before management council, we create careful considerations for directors to make. See Item #3.
- 4. Review**—All good policies—especially new policies—need review, which is why MC is required to review this policy at the end of every academic year. See Item #4.
- 5. Empowerment & More Accountability**—By giving directors their own extra accounts on the budget, we empower their leadership persona and thus add to their managerial efficacy. And since everyone can see the funding use of each individual account more clearly than one large account, this empowerment makes directors accountable to the entire student body as these budgetary records are public.

Answers to concerns the AS Board previously expressed:

- a. Why not just add this money to each department's total budget?** We feel that supplemental funding should be used to fund events, not office supplies, salaries, etc.
- b. Will new departments/offices like the Representation & Engagement Programs have access to supplemental funding?** As evinced by the supplemental funding history below, in the past this money has been used for voter education events, so yes. \$3,000 for supplemental funding remains available to all other departments/offices.

In this packet you will find two options for a supplemental funding restructure (the 1st is endorsed by MC), a history of supplemental funding use, and applications for supplemental funds pertaining to ASP, ROP, and ESP.

Regards,

Benjamin Brockman

Vice President for Business & Operations
Associated Students Board of Directors
Western Washington University
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360-650-2941

Management Council voted overwhelmingly to support the following option:

Option I:

Ratify Management Council's (MC) decision regarding supplemental event funding by replacing the current policy with Items 1 - 4.

1. The purpose of supplemental funding is to supplement the cost of programs or events for AS Programs. Money from supplemental funding maybe given as a grant, loan, or underwrite. Supplemental funding use must meet the following conditions:
 - a. The program primary sponsor must be an AS program.
 - b. The program must fall within the mission objective of the AS program.
 - c. Supplemental funding is to be used either to fund unique opportunities, unforeseeable events, and/or unexpected costs that are beyond the scope of the office's allocated budget.
2. Supplemental funding is to be allocated at the discretion of the AS Productions director, the AS ROP director, the AS ESP associate director, or a majority vote by MC to supplement programs sponsored by their department.
3. Directors must design a process and form by which their employees may request supplemental funding. Whether the director approves or denies the request, immediately thereafter the director must e-mail the request to the AS VP of Business & Operations and/or the Assistant to the VP of Business & Operations and Academics so that it can be documented for the next MC meeting. The request, approved or denied, will then be documented and presented at the next MC meeting.
4. At the end of every academic year, MC will review the distribution and levels of supplemental funding to ensure accordance with AS programming objectives.

Create the following new budgetary accounts with the given amounts in accordance with Items 1 - 3.

- a. AS Productions Supplemental Funding—\$5,000
 - b. AS ROP Supplemental Funding—\$5,000
 - c. AS ESP Supplemental Funding—\$2,000
1. These funds will be transferred out of the \$15,000 account "Supplemental AS Program Funding." \$3,000 will remain in this account for MC to distribute itself.
 2. At the start of each academic year the amounts in a, b, & c will be placed into the corresponding accounts. Only \$3,000 will be put into the original "Supplemental AS Program Funding" account.
 3. This restructuring neither increases nor decreases total program funding. It simply moves money to new accounts corresponding to individual departments.

As requested by the board, here's the option expediting the remaining \$3,000 to the VP for Business & Operations. Only 1 person on MC voted for this.

Option 2:

Restructure supplemental event funding by replacing the current policy with Items 1 -4 .

1. The purpose of supplemental funding is to supplement the cost of programs or events for AS Programs. Money from supplemental funding maybe given as a grant, loan, or underwrite. Supplemental funding use must meet the following conditions:
 - a. The program primary sponsor must be an AS program.
 - b. The program must fall within the mission objective of the AS program.
 - c. Supplemental funding is to be used either to fund unique opportunities, unforeseeable events, and/or unexpected costs that are beyond the scope of the office's allocated budget.
2. Supplemental funding is to be allocated at the discretion of the AS Productions director, the AS ROP director, the AS ESP associate director, or the VP for Business & Operations to supplement programs sponsored by their department.
3. Directors and the VP for Business & Operations must design a process and form by which their employees may request supplemental funding. Whether the director approves or denies the request, immediately thereafter the director must e-mail the request to the AS VP of Business & Operations and/or the Assistant to the VP of Business & Operations and Academics so that it can be documented for the next MC meeting. The request, approved or denied, will then be documented and presented at the next MC meeting.
4. At the end of every academic year, MC will review the distribution and levels of supplemental funding to ensure this policy is in accordance with AS programming objectives.

Create the following new budgetary accounts with the given amounts in accordance with Items 1 -3 .

- a. AS Productions supplemental program funding—\$5,000
 - b. AS ROP supplemental program funding —\$5,000
 - c. AS ESP supplemental program funding —\$2,000
 - d. AS VP for Business & Operations discretionary program funding —\$3,000
1. These funds will be transferred out of and dissolve the \$15,000 account “Supplemental AS Program Funding.”
 2. At the start of each academic year the amounts in a, b, c, & d will be placed into the corresponding accounts. The original “Supplemental AS Program Funding” account will cease to exist and be replenished.
 3. This restructuring neither increases nor decreases total program funding. It simply moves money to new accounts corresponding to individual departments.

Supplemental Funding 2007-2008:

August 21, 2007 Ramiro, Summer Exec, approved **\$4,000** for the AS Pop Back to School Concert.

- 07-SUM-016** Approve the use of **\$600** for movie licensing for the ASP Outdoor Movie (this money for movie licensing only from supplemental funding). *Passed*
- 07-F-018** Approve a **\$1,500** grant to the SAC for the River Huston Event. *Passed*
- 07-F-033** Approve a **\$500** grant from AS Supplemental to the Social Issues Resource Center for the CoochieMagik program. *Passed*
- 08-W-005** Approval of **\$500** from AS Supplemental to Civil Controversies for the CAS CAID Conference. *Passed.*
- 08-W-014** Approval of **\$3,000** in the form of an underwrite to the VU Gallery for the “No Human Being is Illegal program.” *Passed.*
- 08-W-034** Approve **\$850** from supplemental in the form of an underwrite to the Women’s Center for 600 copies of the Labyrinth. *Passed.*
- 08-W-035** Approve a **\$350** grant and a **\$350** underwrite from supplemental to the Drug Information Center for the Drug War Addiction: an Insider’s Perspective program with the stipulation that a proposal is submitted to Cold Beverage Contract for \$350. *Passed.*
- 08-W-040** Approve the transfer of \$8,000 from Operating Enhancement to Supplemental. *Passed.*
- 08-S-20** Approval of a grant of **1,271.88** to KVIK from the Supplemental Budget to finish their programming for the quarter. *Passed.*

Total:\$12,922.00

Supplemental Funding 2008-2009:

- ASB-08-SUM-22** Approve **\$2,500** from Supplemental Funding for the Voter Education Concert with the stipulation that there be a disclaimer about Talib Kweli and that if the Mainstage is not approved this event would return to the Board. Also stipulate that Voter Education would contribute \$1,000 total if the Social Issues Resource Center is willing to fund the entire workshop. *Did not pass*
- ASB-08-F-21** Approval of **\$2,730** in the form of a grant and **\$270** in the form of an underwrite out of AS Supplemental to ASP Special Events for Sexual Awareness Week. *Passed.*

ASB-08-F-52 Approval of a **\$3,000** underwrite out of AS Supplemental to the ASP VU Gallery for the Race, Lies and Stereotypes exhibit with the stipulation that they approach the Ethnic Student Center for more funding. *Passed.*

ASB-09-W-13 Approval of a **\$1,550** underwrite out of AS Supplemental to the Social Issues Resource Center for Saldines with the stipulation that they charge the prices stated in Doc. 3 for admission to the performance. *Passed*

Total: \$10,050.00

Supplemental Funding 2009-2010:

ASB-09-SUM-15 Approve the funding request of **\$1,160** for the Underground Coffeehouse Summer Start movie showing in the form of an underwrite from AS Supplemental. *Passed.*

ASB-09-F-25 Approve **\$1,500** in the form of an Underwrite out AS Supplemental for Auction Block to Hip Hop. *Passed*

ASB-09-F-26 Approval of a **\$1,000** underwrite out of Operating Enhancement and **\$4,500** underwrite out of Supplemental for the Erykah Badu Concert with the stipulation that if there is a profit they pay the Supplemental Fund back first. *Passed*

ASB-09-F-37 Approval of a **\$950** underwrite out of the Supplemental Fund for the Queers Communities and Gentrification Workshop as listed in Doc. 1. **Passed**

MC-09-F-2 Approve the proposal for **\$1,500** in the form of an underwrite and **\$1,000** as a loan with the stipulation that tickets will cost \$2.50. If Activities Council provides funding, the SAC will not have to charge for tickets. **Passed**

MC-09-F-3 Approve the proposal for **\$600** in the form of an underwrite for Through A Native Lens. **Passed**

MC-09-F-05 Approve the River Houston proposal in the form of a **\$1,530** underwrite to the DIC, with the stipulation that publicity feature the DIC prominently and tailor to the drug information aspect of the event. **Passed**

MC-09-F-06 Approval the SIRC Workshops proposal in the form of a **\$1000** underwrite to the SIRC. **Passed**

- MC-10-W-09** Approve the VU Gallery proposal in the form of an underwrite not to exceed **\$1,223** and give the Business Director the authority to negotiate with the VU Gallery and the artist on the final price, with the artist possibly covering the cost usually associated with shipping. The Business Director will notify the Council of the final decision. **Passed.**
- M-10-W-11** Approval of **\$500** as an underwrite to the Environmental Center for the Environmental and Spiritual Sustainability event. *Passed.*
- M-10-W-12** Approval of a **\$1,500** underwrite to the Women’s Center for the Tranny Roadshow. *Passed.*
- M-10-W-13** Approval of a **\$2,000** underwrite for the ASP Films Outdoor Film, pending the office obtaining funding from sponsors. *Passed*

Total: \$16,740.00 (note that some of the programs were in the form of an underwrite, so some funds would have returned)

	2007-2008	2008-2009	2009-2010	Department Total
ASP	\$7,600	\$6,000	\$8,833	\$22,433
			(\$4,500 unused)	
ESP	N/A	N/A	\$1,100	\$1,100
ROP	\$3,600	\$1,550	\$6,730	\$11,880
Other (KVIK, Voter Education)	\$1,271.88	\$2,500	\$0	\$3,771.88
Year Total	\$12,472	\$10,050	\$12,163	\$34,684.88



AS Supplemental Funding Request Guidelines: Resource and Outreach Programs (ROP)

1. *Program Planning Worksheets* and *Co-sponsorship Agreement Forms* must be completed and turned into the ROP Director at least 3 days before requesting Supplemental Funding.

2. Create a Supplemental Funding Proposal document while communicating with your co-sponsors (if any). Proposals must have complete information. If the proposal is not complete, it will not be reviewed and will be sent back to the coordinator for revision.

3. The ROP Director will read the proposal and contact the coordinator of the program if there are any questions about the event or the proposal. The coordinator will hear from the Director about their decision within one week of requesting funds.

4. The ROP Director will notify the coordinator by email and in person the funding amount awarded to the event.
5. The Supplemental Funds awarded to the program cannot be accessed until 3 days after the Director (due to bureaucratic constraints with the Business Office and Finance Office) has awarded the funding.
6. Note: The Director will not approve any Expenditure Requests, Transfer Requests, or any other spending until the Director has approved the Supplemental Funding awarded or has evidence that the funding is from an additional funding source.
7. Within 2 weeks of the event, the coordinator must submit an *Event Evaluation Form*, and the co-sponsorship section must reflect upon the use and need for Supplemental Funding for this event.

AS Supplemental Funding Request Proposal Application:

1. Event Overview:
 - a. Title of Event
 - b. Date of Event
 - c. Co-sponsoring Offices/Organizations
 - d. Description of Event
2. Event Details:
 - a. Targeted Audience
 - b. Event Outcomes/Goals
 - c. Current Budget and Co-sponsorship Details
 - d. Publicity Plan
 - e. Past Event Information
3. Event Analysis:
 - a. How does this event relate to the WWU, AS, and Office mission statements?
 - b. How does this event fulfill the purpose of the Supplemental Funding budget?
 - c. In what ways is this event unique, relevant, or important to the array of student events and student interests on campus?



AS Supplemental Funding Request Guidelines: Environmental and Sustainability Programs (ESP)

1. *Program Planning Worksheets* and *Co-sponsorship Agreement Forms* must be completed and turned into the ESP Director **before** requesting Supplemental Funding.
2. Create a Supplemental Funding Proposal document while communicating with your co-sponsors (if any) using the proposal guidelines below.
3. The ESP Director will read the proposal and contact the coordinator if there are any questions about the program or the proposal. The coordinator will hear from the Director about their decision within **one week** of requesting funds.
4. The ESP Director will notify the coordinator the funding amount awarded to the program.
5. The Supplemental Funds awarded to the program cannot be accessed until **3 days after** the Director (due to bureaucratic constraints with the Business Office and Finance Office) has awarded the funding.
 - a. **Note:** The Director will not approve any Expenditure Requests, Transfer Requests, or any other spending until the Director has approved the Supplemental Funding awarded or has evidence that the funding is from an additional funding source.
6. Within **2 weeks** of the program, the coordinator must submit an *Event Evaluation Form*, and the co-sponsorship section must reflect upon the use and need for Supplemental Funding for this program.

AS Supplemental Funding Request Proposal Guidelines

Please concisely address each of these points. Please focus on the Event Analysis section.

1. **Program Overview:**
 - a. Title of Program
 - b. Date of Program
 - c. Co-sponsoring Offices/Organizations
 - i. Must complete *Co-sponsorship Agreement Form* if cosponsoring
 - d. Description of Program
2. **Program Vision:**
 - a. Targeted Audience
 - i. Who are you reaching out to? Are they a different population than previous ESP programs?
 - b. Event Goals and Expected Outcomes
 - i. What do you hope people will get out of this program?
 - ii. What do you want them to walk away with?

- iii. Logistical Goals (Example: expected attendance, logistical preparations completed by when?)
- c. Current Budget and Co-sponsorship Financial Details
- d. Publicity Plan
- e. Past Program Information
 - i. How does this program compare to similar ESP programs in the past?
 - ii. Were those programs successful? Does your event improve upon/take into account the things learned from similar previous programs?

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3. Program Analysis:

- a. How does this event fulfill the purpose of the Supplemental Funding budget?
 - i. In what ways is this program unique in that it doesn't fit into the scope of your office's budget?
 - ii. How is this program relevant and important in the array of student programs and to student interests on campus?
 - iii. Why does your office budget need supplemental funds for this particular program?
 - iv. Please describe the other funding sources you have pursued to finance this program
 - v. Do you foresee this program becoming a regular apart of ESP programming that we should account for in next year's budget?