

**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:

- ~~■ 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



**ASSOCIATED STUDENTS of
WESTERN WASHINGTON UNIVERSITY
STUDENT DEVELOPMENT FUNDING REQUEST**

->PLEASE COMPLETE THIS APPLICATION IN TYPE OR PRINT

->SUBMIT YOUR COMPLETED REQUEST TO THE AS PERSONNEL DIRECTOR (VU 505). REQUESTS MUST BE SUBMITTED AT LEAST THREE WEEKS PRIOR TO THE CONFERENCE OR TRAINING.

PERSONAL INFORMATION

AS Office _____	Position _____	Date of Application _____
First Name _____	Last Name _____	ASOffice _____
Supervisor _____	ASEmail _____	
Office Phone Number _____	Alternative Phone Number _____	

CONFERENCE/TRAINING INFORMATION

Conference/Training Title (please be specific) _____	Date(s) of Conference/Training _____
Conference/Training Address _____	Hosting Organization/School _____
City _____ State _____ Zip Code _____	Conference/Training Website _____

Please explain how the AS and Western Washington University will benefit from this conference/training? How will your position within the AS benefit? (Please be thorough.)

EXPENSES . Please list all expenses.

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

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 _____
