

Process for Requesting Funding from ESC Steering For Requests \$2000 or less

1. Complete the ESC Steering Committee Funding Request Form and Itemized Budget*

Available at:

[https://esign.wvu.edu/admcs/process/forms/AS/AS ESC Large Event Funding Request 2k.aspx?valid=tme](https://esign.wvu.edu/admcs/process/forms/AS/AS%20ESC%20Large%20Event%20Funding%20Request%20k.aspx?valid=tme)

2. Meet with Fabiola Mora, Advisor to discuss your request. This is required before your request will be processed. Please bring your request and budget to the meeting. VU 420, 360-650-7573, Fabiola.mora@wvu.edu.

3. Submit the Form and Itemized Budget to the Associated Students Vice President for Diversity by Mondays no later than 10 a.m. Your request will be reviewed and placed on the next ESC Steering Committee meeting agenda as an *Information Item* - this means that your proposal will be discussed at this meeting, but will not be voted on until the following meeting. You will be contacted via email about the Committee meeting time and location.

4. Attend the ESC Steering Committee Meeting At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is presented as an information item. Be prepared to answer questions about your funding request, how the money will be spent, how this expense of funds will benefit students, how you plan to advertise, etc.

5. Return for the next ESC Steering Committee Meeting At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is being voted on as an action item. If your funding request is approved, please consult the Ethnic Student Center Coordinator/Activities Advisor for details regarding the transfer of funds.

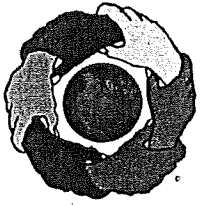
Following are descriptions of the different ways the ESC Steering Committee can allocate funding:

Underwrite The club and the ESC Steering Committee both share in the financial risk. The club repays as much as they can out of revenue, or returns any unused funding.

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

Loan Must be repaid - the requesting club assumes all financial risk, and cannot request any more funding from the ESC Steering Committee until the loan balance is paid in full.

Note: The ESC Steering Committee will not grant any form of retroactive funding.



Process for Requesting Funding from ESC Steering For Requests \$2000 or more (Large Event Funding Request)

For Requests \$2000 or more (Large Event Funding Request)

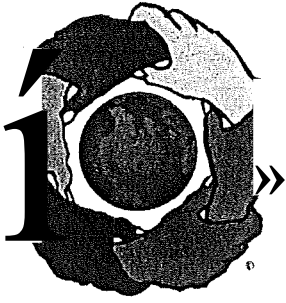
1. Complete the ESC Steering Committee Funding Request Form and Itemized Budget*

Available at:

https://esign.wvu.edu/admcs/process/forms/AS/AS_ESC_Large_Event_Funding_Request.aspx?valid=true

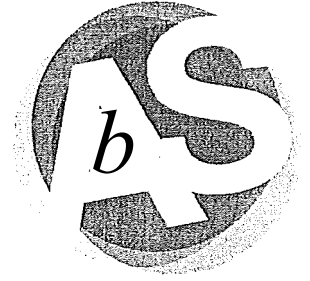
2. Meet with Fabiola Mora, Advisor to discuss your request. This is required before your request will be processed. Please bring your request and budget to the meeting. VU 420, 360-650-7573, Fabiola.mora@wvu.edu.
3. Meet with the Kye Freeman, AS Assistant Business Director, Raquel Vigil, VU Finance Office Manager, and Fabiola Mora, Advisor. Be prepared to answer questions about your funding request, your itemized budget, how the money will be spent, any travel needs, contracts for outside speakers/performers, etc. You will be contacted via email about the meeting time and location.
4. After approval by the Advisor, submit the Form and Itemized Budget to the Associated Students Vice President for Diversity by Mondays no later than 10 a.m. (at least four weeks before the date of your event). Your request will be reviewed and placed on the next ESC Steering Committee meeting agenda as an *Information Item* - this means that your proposal will be discussed at this meeting, but will not be voted on until the following meeting. You will be contacted via email about the Committee meeting time and location.
5. Attend the ESC Steering Committee Meeting At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is presented as an information item. Be prepared to answer questions about your funding request, how the money will be spent, how this expense of funds will benefit students, how you plan to advertise, etc.
6. Return for the next ESC Steering Committee Meeting At least one representative, excluding the ESC Steering Committee Representative, must be present when your request is being voted on as an action item. If your funding request is approved, please consult the Ethnic Student Center Coordinator/Activities Advisor for details regarding the transfer of funds.

Note: The ESC Steering Committee will not grant any form of retroactive funding.



ESC Committee

Deadlines/Meeting Dates



Mondays

10 a.m.

Agenda topics and documents due for ESC Steering Committee

(submit to ASVP.Asst.act-div@wwu.edu & AS VP. Diversity (@wwu. edu)

5 p.m.

ESC Presidents Council Meetings in VU 462A (meets biweekly January 9, 23 February 6, March 5)

Tuesdays

^2 p.m. (noon)

ESC Steering binders ready in Board Office (VU 504) if you wish to review.

Wednesdays

5 p.m.

ESC Steering Meetings in YU460

Thursdays

12 p.m. (noon)

Agenda topics and documents due for ESC Presidents Council

(submit to ASVP.Asst.act-div@wwu.edu & ASVP.Diversity@wwu.edu)

^ridays

4 p.m.

ESC Presidents Council binders ready in Board Office (VU 504) if you wish to review.

