Western Washington University
Associated Students
AS Supplemental Event Fund
September 2010 ~~lav 2015~~

1. The purpose of supplemental funding is to supplement the cost of programs or events for AS Programs. Money from supplemental funding may be 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,
    ç. 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.
    d. Funds may not be allocated to the same project or expansion more than twice.

2. ~~Supplemental funding is to be allocated at the discretion of the AS Productions director, the AS ROP director, the AS REP director, the AS ESC program coordinator and the AS ESP associate director, or a majority vote by Management Council (MC) to support programs sponsored by their department.~~ Funding is to be allocated by a majority vote by Management Council (MC) to supplement AS office programs or functions. Under extenuating circumstances if Management Council is unable to meet funding can be allocated by a vote of the AS Productions Director, the AS Resource and Outreach Programs Director, the AS Representation and Engagement Programs director, the AS Ethnic Student Center Program Coordinator and the AS Environmental and Sustainability Programs Director with a simple majority needed to receive funding. In the event of emergency funding allocations the sponsor of the request will present an update at the next meeting of Management Council.

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.

~~At the end of every academic year, MC will review the distribution and levels of supplemental funding to ensure accordance with AS programming objectives.~~

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