

# POLICY

Effective Date: 9-19-08

Revised Draft:

Approved By: AS Board of Directors

Cancels:

## **POL-ASXXXX.XX LARGE EVENT OPPORTUNITY FUND**

***This policy applies to all requests being made from the AS Large Event Opportunity Fund (FXXRES-ASBSDE) for funding events that will enhance the Western Student experience and are beyond the scope of the organization's allocated Operating Budget.***

### **Definitions:**

AS Funds - Funds allocated to the Associated Students (AS) by the Service & Activities Fee

AS Programming Office - AS Board-mandated functions with operating budgets, programming funds, designated office space, and salaried student staff.

AS Reserves - AS Funds left over in the AS Operating Budget at the end of the year, interest income, Services & Activities fee revenue in excess of the amount allocated to the operating budget, revenue generated by the sale of surplus equipment not required by any departmental reserves, funds specifically allocated for reserves.

Contracted Hospitality Activity - An activity involving a personal services contract to provide food, beverages and/or transportation (e.g. personal services contract for performers).

Funding Request Form - available on the AS Website.

Grant - A sum of money given for a particular purpose (repayment not required).

Large Event - An event with an expected attendance of 100 or more.

Loan - A sum of money borrowed with the intent of repayment.

AS Operating Budget- The amount allocated by the AS Board of Directors for the current fiscal year.

Professional Development Opportunities: Include but are not limited to: professional conferences, workshops, webinars, speakers, trainings, retreats, etc.

Underwrite - A sum of money given for a particular purpose. All unused funding, or a defined portion of revenue must be returned.

### **1. Approved Funds Must be Spent in Accordance with AS Policies and Procedures**

### **2. Requests are Limited to AS Organizations Seeking \$500 or More for an Event**

Amounts of \$500 or more may be requested for Large Events by the AS organization serving as primary sponsor for the event.

Exception: If Large Event Opportunity Fund Reserve balance is less than \$500, requests may be less than \$500.



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### 3. Completed Requests Must be Received at Least 5 Weeks Before Funding Required

Submit requests using the Funding Request Form. The AS VP for Activities (or designee) will review the form for completion. Activities Council will hear the requests as an Information Item and take action no earlier than the next regularly scheduled meeting.

Exception: may be granted by Activities Council under special circumstances.

### 4. Events must fall within the mission of the AS Programming Office

### 5. Activities Using AS Large Event Opportunity Fund Reserve Funds Must Be Open to Campus Community

Exception: The AS Board may approve an event as targeted. These approved events may apply.

### 6. Funding Requests are Limited

A) Each AS Organization may only request funding twice per year.

Exception: the Activities Council may approve one waiver per year under special circumstances. Waivers must be approved as a Consent Item by the AS Board

B) Professional Development Opportunities Are Not Eligible for Funding

C) No Food or Beverages May be Funded by the Large Event Opportunity Fund Reserve

Exception: If required by a Contracted Hospitality Activity.

### 7. Excess Revenue or Unspent Funds from Events Must Be Repaid first to Large Event Opportunity Fund Reserve up to the Original Amount Funded

