

**Western Washington University**  
**Associated Students**  
**AS Supplemental Event Fund**  
September 2010

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.
  - 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 Management Council (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.