

AS Management Council

Supplemental Funding Proposal Guidelines

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.

In order for AS Management Council to be able to hear and vote on your request for funds, we must have a full written proposal sent to the AS Vice-President for Business & Operations at least two business days prior to a council meeting. The proposal should include the following:

1. Program Overview

- a. Title of program: *Vagina Memoirs*
- b. Possible dates of program: *2/26-3/1*
- c. Co-sponsoring offices/organizations: *N/A*
- d. Funds requested: *\$215 (\$50 for rental and \$165 for cleaning of PAC Concert Hall)*
- e. Detailed description of program, type of event, performer/speaker, etc.

The Vagina Memoirs has been an ongoing, annual program put on through the Resource and Outreach Program's Women's Center. Each year this event is held in order to give a platform for those with marginalized gender identities so that they may perform personally written memoirs to help educate, enlighten, as well as give perspective to the campus as well as Bellingham community.

Due to its growing popularity, as well as the provided venue's limited seating, the past couple of years, the Women's Center has had to turn numerous people away from attending this event. Although the proposal for budgeting for bigger venues has been discussed, changes have not been made to the Vagina Memoirs budget. For this year's performances, we are hoping to add an additional night within the PAC concert hall. This change would then make the first two performances take place in the Viking Union Multipurpose Room, and the last two in the PAC concert hall. Due to these desired changes, we are hoping to gain the supplemental funding of \$215 (\$50 for rental and \$165 for cleaning). With these changes, we hope to accommodate to the growing groups and audiences each year that would like to take part in hearing and experiencing the Vagina Memoirs.

- f. Past Program Information—have we had similar programs to this in the past? What was the attendance/reception of that?

The Vagina Memoirs has been an annual event for many years now, and is always one of the most heavily attended events on-campus, with 2000-3000 people going each year. Attendance has been to the point where we always have capacity issues, which is what we are trying to address by getting the PAC Concert Hall a second night.

2. Program Vision

- a. Target Audience—who are we reaching out to? *Vagina Memoirs has a targeted casting call for people of marginalized gender identities (women and trans* folk), but the performance itself is intended for anyone who wants to support a space for people to share their truths and address critical issues of privilege, oppression, and gender.*
- b. Event Goals and Expected Outcomes
 - i. Why are we doing this? *Vagina Memoirs not only gives a space for cast members to find their truth and empower themselves, but offers educational and empowering opportunities for the campus and community members.*
 - ii. What do we want people to get out of this?
We want people to understand the complexity of how gender identity intersects with other identities and issues, as well as be moved by the diversity of experiences on campus. The event is both educational and beneficial.
 - iii. What benefit will be given to the student body and how does this fit within the mission statement and goals of the Associated Students?
The student body will get the chance to witness fellow students speak their truths and learn about critical issues of diversity, inclusivity, and gender. This could spark transformations and critical thought for those who attend. At the same time, those who participate in the process are provided with a space to speak their truth and talk about their experience as someone with a marginalized gender identity.

Also, by responding to the Board's expression of a need to solve the capacity problem, we are addressing the needs of students by adding an extra night in the PAC and allowing more people to attend the event rather than being turned away.

- iv. Logistical goals (ex: expected attendance, logistical preparations)

The MPR is rented two nights, and the PAC Concert Hall is rented the other two. Expected attendance is 2000-3000 (500-650 per night)

- c. Current budget and co-sponsorship financial details—why can't your current budget handle this?

To respond to a Board mandate to address the capacity issues the Memoirs has had, last year's Coordinator reserved the PAC Concert Hall for a second night. This change was not reflected in the budgeting process (as the budgeting process happened before the PAC was reserved), so the Memoirs Event Services budget includes enough to rent the MPR for 3 nights and PAC for 1 night, rather than two each, as has been recommended to allow for more people to attend. To avoid this issue in the future, we will be requesting more money for the Memoirs budget.

- d. Publicity and promotion plan

Publicity includes posters, banners, merchandise, tabling, classroom announcements, social media, and outreaching through relevant AS and community organizations.

- e. Assessment—how will we evaluate the success of this program?

The Memoirs Coordinator will be completing a thorough event evaluation and including a lot of assessment in the position's Legacy Document. In addition, there will be multiple meetings discussing the event following.

3. Detailed itemized budget, including projected expenses, revenues, and any other sources of funding.

See Memoirs budget at AS Budget Center for details