

AS Queer Guild Council

Guidelines

Applications Guidelines

- Only active AS clubs in the Queer Guild Council are eligible to apply to this fund.
- **Applications are due:**
 - Two days before the meeting time to be on the Queer Guild Council Agenda
 - Three weeks before a general activity or event
 - Four weeks before an event with a paid performer or presenter
 - Four weeks before travel
 - Five weeks before travel involving airlines
- **Processing procedure:**
 - Requests of \$75 or less may be approved by the AS QRC Community Engagement Coordinator, without an AS Queer Guild Council meeting.
 - Requests between \$75 and \$300 go through a one meeting process. Proposals are presented and voted on in the same meeting.
 - Requests over \$300 go through a two meeting process. Proposals are presented at the first meeting and voted on in the following meeting.

Using QGC Funds

Allowable expenses:

- Supplies for club activities
- Food for open meetings
- Funds for speakers/events
- Funds for conference travel/attendance
- Other approved expenses

Prohibited expenses:

- Personal expenses
- Salaries, wages, or benefits
- Academic expenses (i.e. textbooks)
- Expenses not relevant to the club's purpose

Additional requirements:

- QGC funds may only be spent on uses approved by the Council.
- Remaining (unspent) funds must be returned to the Council
- Spending QGC Funds must be consistent with all WWU policies, AS policies, and Washington State laws.

QGC Committee Guidelines

- **Committee members must:**
 - Evaluate applications based only on the information submitted in the application and information presented to the Council.
 - Evaluate applications based on the standards presented in the QGC rubric
 - Evaluate all applications in a consistent and fair manner
 - Abstain from assessing and voting on applications if they have any personal investment in the application or if they feel they cannot assess the application fairly for any reason
- **Committee members must not:**
 - Use personal bias when evaluating applications
 - Discriminate against applicants presenters based on any protected characteristics (i.e. gender, race, religion, sexual orientation, etc.)

QGC Rubric

All QGC applications will be evaluated on the following criteria:

- The funding is crucial to the fulfillment of the proposed club activity
- The funding will benefit the LGBTQ+ community at WWU

You can email the QRC Community & Engagement Coordinator at as.qrc.community.engage.coord@wwu.edu with any questions or concerns.

Approved by the AS QGC on 10/18/2019.