

# AS Student Enhancement Fund

## Guidelines

### Applying to SEF

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- Applications should be submitted 5 weeks before funds are needed (unless applying for reimbursement funding).
- **Applicants must be:**
  - a current, full-time WWU student (6+ credits)
  - willing to present their experience at the AS Conferences & Opportunity Fair
- **Applicants cannot be:**
  - current WWU faculty or full-time staff
  - attending the event as an AS club or representing an AS Club

### Using SEF Funds

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#### Allowable expenses:

- Travel expenses to and from the event
- Lodging expenses during the event
- Event registration

#### Prohibited expenses:

- Per diem/living expenses
- Experiences where academic credit is awarded
- Salaries, wages, or benefits
- Academic expenses (i.e. textbooks)

#### Additional information:

- Each student is only eligible to receive SEF funding once per academic year.
- SEF funds may only be spent on the approved applicant.
- Travel methods (such as airfare) and lodging must be selected under the guidance of the SEF Coordinator.
- Spending SEF funds must be consistent with all WWU policies and Washington State laws.
- SEF is funding of last resort. Applicants are encouraged to apply to department specific funding, the Department Related Activities Council (DRAC), or other AS funds.

## SEF Committee Standards

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- **Committee members must:**
  - evaluate applications based only on the information submitted in the application
  - evaluate applications based only on the standards presented in the SEF rubric
  - evaluate all applications in a consistent manner
  - abstain from assessing and voting on applications if they have any personal investment in the applicant or if they feel they cannot assess the application fairly for any reason
  
- **Committee members must not:**
  - use personal bias when evaluating applications
  - evaluate applications based on any personal information they know about the applicant
  - discriminate against applicants based on any protected characteristic (i.e. gender, race, religion, sexual orientation, etc.)

## SEF Rubric

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SEF applications will be evaluated on the following criteria. The committee may award partial to full funding and the SEF Coordinator may approve requests under \$300 without a committee meeting.

The following criteria are *preferred* qualifications:

- The applicant would not be able to attend the event without SEF funding
- The applicant is representing WWU at the event
- The applicant is attending a selective or competitive event

The following criteria are *required* qualifications:

- The event is relevant to the professional development of the applicant
- The event is relevant to the applicant's field(s) of study at WWU
- The applicant will bring positive change to WWU as a result of attending this event

*Approved by the AS SEF Committee on 1/31/2019.*