



Funding Request Packet for Student Academic Senate or/and Club Senate

Your club must be recognized and in good standing when requesting from Club Senate, **or/and** your department must have a recognized senator and be in good standing to request from SAS. When the packet is complete, please be prepared to present your funds request to the respective senate. See page 2 for the checklist/procedure for requesting funds and complete all steps. Listed below is contact information where any questions or concerns can be directed.

Club Senate

Contact Senate Treasurer
SURC 236
Email: club.treasurer@cwu.edu
Office: 509-963-1682

Student Academic Senate

Contact VP Academic Affairs
SURC 236
Email: ASCWUAcademic@cwu.edu
Office: 509-963-1765

Please check the box from which senate you are requesting funds for:

- | | | |
|--|--|-------------------------------|
| <input type="checkbox"/> Club Senate
Amount requesting:
\$ _____ | <input type="checkbox"/> Student Academic Senate
Amount requesting:
\$ _____ | <input type="checkbox"/> Both |
|--|--|-------------------------------|

Department and/or club name _____

Date of event (start to end) _____

ALL REQUESTS ARE HONORED ON A REIMBURSEMENT BASIS ONLY

For office use only Date received: _____ Date approved: _____
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Funds Request Procedure

Please read carefully and complete all steps. Failure to complete all steps outlined in this procedure could result in denial of funding or loss of allocated funds.

- ❑ **STEP 1:** Fill out the Funds Request form completely and you must include:
 - Travel Authorization (T.A.) completed or pending prior to request presentation, please see page 6 more details. T.A. only needed for out of state and out of country travel.
 - Fill out an Intent to Travel (<https://www.cwu.edu/surc-accounting/notification-student-group-or-club-intent-travel>). Please know this is not the same as a T.A.
 - Hold Harmless Liability form for each participant
 - Alcohol Agreement for each participant

- ❑ **STEP 2:** Return the completed Funds Request packet with the requested information to the Club Senate Office or Student Academic Senate Office in SURC 236. This form must be returned **five business days** prior to the Funds Council or SAS meeting that you will be requesting at.

- ❑ **STEP 3:** Attend an Executive Club Senate or SAS Executive meeting to present your request. This should be done by a representative of club or department leader that is knowledgeable about your event. The council or board will review your packet and decide if your request falls within the Senate Constitution guidelines. It is your responsibility to find out when these meeting times are. Meeting times are available online at www.cwu.edu/aswcu.

For Club Senate Requests: If your request is \$200 or less and not affiliated with religion, funds can be approved by the Executive Club Senate alone.

- ❑ **STEP 4:** Attend Club Senate or SAS and present to request funds, see www.cwu.edu/aswcu for times.
 - If approved for funding, attend event and save all relevant receipts for reimbursement.

- ❑ **STEP 5:** Report back to Club Senate or SAS at THE NEXT SCHEDULED MEETING following your event. If you miss your report back within the following meeting the funds WILL NOT BE RELEASED.

- ❑ **STEP 6:** Turn in all relevant receipts with a copy of your Release Form (received during report back) to SURC/Club Accounting within TWO WEEKS of your report back. If your club or department fails to turn in your receipts within one week of the due date, your club will lose the allocated funds.

You are required to notify the Club Senate Treasurer or SAS chair and SURC Accounting if any changes are to be made to a request after it has been approved. This includes participants, dates or event, mode of transportation, destination, listed travelers, speaker, etc. or if the event has been cancelled/rescheduled.

Only the following can be funded:

Requested Funding MUST fit into one of the below categories to be eligible. Expenses that do not fall into the below categories (including food expenses) are not eligible for Club Senate Funding or Student Academic Senate Funding. All requests fall under the discretion of State and University laws, policies and regulations for the State funds that support Club Senate and Student Academic Senate. All allocations are subject to availability of funds and approval of all regulating bodies. If funds awarded are used to support a fundraiser, all revenues including donations will be state funds and are subject to the university and state spending restrictions and returned to the funding source.

Travel: Travel includes all possible ways you can get to and from a club event. (e.g.: plane, bus, train, vehicle, fuel, transit fare, and rental fees) If you are using a vehicle, you may use your own or borrow one from motor pool, but using motor pool is encouraged.

Registration: This covers all entering costs for a club event.

Guest Speakers: These are all non-University related people who are brought in to speak at a club-sponsored event. If your club requests more than \$500, you are required to create a Personal Services Contract for your speaker. A speaker is not officially approved until a contract has been issued and signed by the CWU Contracts and Procurement office (509-963-2324).

Hotel: Hotel costs can be covered while a club is participating in a club event such as a conference, academic event, or workshop. Hotel can only be reimbursed if it is more than 50 miles away from Ellensburg.

Advertising: CWU recognized club advertising costs must be paid to a professional business organization such as the Publicity Center or Copy Shop. Advertising does not include tangible office supplies or copying costs. Revenue earned from a fundraiser that was supported with SAS or Club funds will need to be returned. T-Shirts will not be reimbursed.

Only Club Senate can fund Room and Rental Equipment: this encompasses meeting rooms, venues, and rental equipment for club hosted events on campus.

If at any time you have a question about the Funding Request process, please contact the Club Senate Treasurer or SAS Chair in SURC 236 or send a message to club.treasurer@cwu.edu for Club Funding or ascwuacademic@cwu.edu for Student Academic Funding.



Club Senate Funds Request Form

Club/Organization _____

Club Advisor _____ Phone number _____

Club Senator _____ Phone number _____

Club President _____ Phone number _____

Date of Event Start: _____ Date of Event End: _____

TOTAL AMOUNT REQUESTING:

\$ _____

The maximum allocation for Funds requests per academic year is \$2,000 and no more than \$300 per person.

- * If the request is for a guest speaker or advertising, explain the purpose and whom to pay on page 10.
- * If the request is for travel out of state or country, a Travel Authorization (T.A.) is required prior to trip, please see page 6.

As the President/Advisor for the club/organization named above, I hereby state that the facts found on/with this request are presented fairly and truthfully to the best of my knowledge. I have read and understood the attached sheet entitled "Funds Request Procedures" and have verified the completeness of this funds request form.

Club President's Signature

Club Advisor's Signature

Date



Funds Request Form

Academic Department:	Travel Destination:
Dept. Chair:	SAS Senator:
Presenting requestor:	Email Address:
Date of event START:	Date of event END:
Number of students attending:	
TOTAL AMOUNT REQUESTED: \$ _____	AMOUNT SUGGESTED: (Official Use Only) \$ _____

As the student requestor of SAS, I hereby state that the information providing in this request is presented, to the best of my knowledge, fairly and truthfully. I have read and understood the attached sheet entitled "Funds Request Procedures" and have verified the completeness of this funds request form.

Student Signature	Date
International Studies and Programs (OISP) for travel outside the U.S.	Date
<i>Completed Funds Request Packet Received by VP of Academic Affairs:</i>	
VP Academic Affairs Signature	Date

No department may request more than 15% of the total SAS budget in one academic year.
One request may be made per event. The maximum funds available are as follows:

- | | |
|---|---|
| <p>One student: \$300
 Two students: \$500
 Three students: \$700
 Four students: \$900</p> | <p>Five students: \$1100
 Six students: \$1300
 Seven students or more: \$1500</p> |
|---|---|

Itemized Budget

Please Include ALL COSTS and ALL FUNDRAISED DOLLARS Related to your event **EXCEPT** food costs.

Cost Category	Description/Type/Location	Cost
Airfare		
CWU Motorpool		+
Other Transportation		+
Registration		+
Hotel		+
Advertising		+
Guest Speaker		+
Room/Equipment Rental (Club Senate only)		+
SUBTOTAL:		
Club Account Dollars		
Department Money		
Other Fundraised Money	.	
Other Fundraised Money		
Other Pending Support	From:	
Other Pending Support	From:	
TOTAL AMOUNT NEEDED:		

SURC Accounting Signature (Required): _____ Date: _____

TRAVEL AUTHORIZATION SIGNATURES:

*I understand that there is no liability insurance currently provided by CWU for Senators or department representatives of Clubs or SAS recognized departments in personal motor vehicles. I further acknowledge that all participants have signed a **Travel Waiver** and they acknowledge that there may be inherent risks associated with our trip, and agree to not hold Central Washington University, any of its entities or the ASCWU BOD responsible for any loss of life or property that may be incurred as a result of the trip.*

Group Leader: _____ Signature: _____ T.A. #: _____

I have reviewed the above travel authorization and believe it to be in compliance with University policy.

VP SAS/VP Clubs Signature: _____ Date: _____

T.A.'s are required for all out of state and out of country travel before travel has begun. If changes to travel details including participants, dates, destination, etc. occur, you must report all changes to SURC Accounting and funding sources before the travel begins.

Please visit or email SURC Accounting (SURC 263, club_accounting@cwu.edu) for step by step instructions on completing a TA online.

Travel & Itinerary

Club and/or Academic Department: _____

Location of Event: _____

Designated Group Leader: _____

Cell phone & email: _____

Date of departure: _____

Date of return: _____

Advisor (if attending) _____

Cell phone & email: _____

The itinerary information is for establishing emergency contact with the group and participants. This form must be completed for all domestic travel in the United States. For travel internationally, or to rural areas please contact the Senate Treasurer or VP Academic Affairs for more information on additional university approval that may be required.

Air Travel

Departing Flight Number(s) and airline: _____

Returning Flight Number(s) and airline: _____

Driving

Personal or Rental Agency (Specify): _____

Please provide the following for each driver:

Name:	Driver License #:	Insurance Carrier:	License Plate:
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

If using Motorpool, reserve the vehicle in advance and notify for any changes/cancellations.

Other Form of Transportation not identified above please specify:

Lodging

Name of Lodging: _____
Location of Lodging: _____
Phone Number of Lodging: _____
Duration of Lodging: _____

If lodging at multiple locations, please attach a supplemental list of the above information for each location of lodging.

If staying in an outdoor location, please list the **exact physical location** by being as specific as possible:

List of all event participants:

Participant Name	Student ID # <small>(Indicate if not a Student)</small>	Phone Number	CWU E-Mail	Major <small>(only needed for SAS)</small>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				

* If more participants than 20, please list on an additional sheet the names, ID #'s and phone #'s for each.

Description of Daily Itinerary:

Please summarize below your anticipated itinerary for each day of your trip:

Day 1	
Day 2	
Day 3	
Day 4	
Day 5	

* If more space is needed for daily itinerary, please attach an additional sheet with information.

Questions for Funds Council and SAS Executive Board

1. What is the **total** cost of the intended event? (This number should be the same as your “Cost Sub-Total” on the Itemized Budget Section of the Form and does not include food costs or any other item not funded by Senate money).

\$

2. How much money is projected that each participating member will be paying out of pocket **if Senate Funding is allocated? Without funding?**

\$

\$

3. What different fundraisers have you done for this event and how much has been earned?

\$

4. How much monetary support have you received for this event from other entities? (Club Senate, S&A, Graduate Studies, etc.)

\$

5. How were the students selected that will be attending this event?

6. How will this enrich others in your club or department at CWU?

7. How will this event enrich participant(s) experience/academic experience at CWU?

**If more room is needed please attach any additional pages*

8. If the request is for a guest speaker or advertising, explain the purpose.

Alcohol Guidelines and Agreement

Every participant needs a signed form. As a recognized club/organization or department of the ASCWU, you are representing Central Washington University at all times. Keep this in mind while attending, promoting and planning all events.

- Your club/organization or department representatives should be aware of the potential risks of the use of alcohol during trips and/or meetings. The club/organization or department representatives and its members are responsible for their actions while on trips and activities and are expected to act in a responsible manner that is consistent with the laws of the United States, Washington State and Central Washington University.
- The use of State vehicles to transport alcohol, or to transport persons to and from establishments with the primary purpose of selling alcohol, is prohibited.
- It is expected that all recognized Central Washington University clubs/organizations or department representatives will behave in a responsible manor in regards to drinking and driving, and will work to assure a safe ride home for those intoxicated.
- The Senate for Student Organizations wants to promote the idea of “Responsible Freedom” and allow clubs/organizations or department representatives to participate in any activity in which they choose. However, we ask you to remember that you are representing Central Washington University in all activities in which you participate.

I hereby agree to follow the above guidelines

Participant (Please Print)

Participant (Please sign)

Date



ACKNOWLEDGEMENT OF RISK AND HOLD HARMLESS AGREEMENT

I hereby acknowledge that I have voluntarily chosen to participate in the authorized student club (hereinafter called "club") stated below.

I understand the risks involved with my participation in the authorized student club. I recognize that the club and its activities involves risk of injury and I agree to accept any and all risks associated with it, including but not limited to property damage or loss, minor bodily injury, severe bodily injury, and death. Furthermore, I recognize that participation in the club involves activities and risks incidental thereto, including but not limited to, physical exertion for which I am not prepared, forces of nature; travel, whether in civilized or remote, domestic or international areas, by plane, train, auto, boat or other conveyance, or on bicycle, horseback, sky, by foot or other form of active travel, civil unrest, terrorism, breakdown of equipment; fundraising, competitions, practices, community service projects, accident or illness without access to means of rapid evacuation or availability of medical supplies; limited availability of medical assistance and the possible reckless conduct of other participants. I am voluntarily participating in the club activities with the knowledge of the risks involved and hereby agree to accept any and all inherent risks of property damage, bodily injury, or death.

In consideration of my participation in the club and to the fullest extent permitted by law, I agree to indemnify, defend and hold harmless Central Washington University, its trustees, officers, directors, employees, agents and volunteers and the Associated Students of Central Washington University Board of Directors (ASCWU), its officers, agents, employees, volunteers from and against all claims arising out of or resulting from my participation in the below named. (Claim as used in this agreement means any financial loss, claim, sue, action, damage or expense, including but not limited to attorney's fees, attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property including loss of use resulting there from. In addition, I hereby voluntarily hold harmless Central Washington University, its trustees, officers, directors, employees, agents, volunteers and assigns from any and all claims, both present and future, that may be made by me, my family, estate, heirs or assigns.

I also understand that Central Washington University does not provide and medical, dental, or life insurance to cover bodily injury, illness or death, nor insurance for personal property damage or loss, nor insurance for liability arising out of my or my clubs negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance to cover these expenses.

I further understand that this assumption of risk and hold harmless is intended to be as broad and inclusive as permitted be the laws of the State of Washington and that if any portion hereof is held invalid, I agree that the balance shall, notwithstanding continue in full legal force and effect.

I agree that this acknowledgement of risk and hold harmless is effective for as long as I participate in the authorized student club.

I have read and understand this acknowledgem

Participant's Name: _____ **X** _____ M.I.

Participant's Signature _____

Student ID# _____ Email Address: _____

Year in School (F,S, J, Sr) _____ Graduation Date: _____

What club do you participate in? _____

Emergency Contact: _____ Emergency Phone: _____

IF THE PARTICPANT IS UNDER THE AGE OF 18, THE SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED:

Parent Name: _____ Signature: _____ Date: _____