All funds request should be presented using this form. After this form has been typed out, please route this form through SURC Accounting to obtain information regarding the ability to purchase the expenses listed and the policies and procedures regarding travel, if applicable to the request. Once a signature is obtained from SURC Accounting submit a signed and dated copy to the ASCWU BOD Vice President for Equity and Community Affairs, SURC 236.

All travel outside of the United States will not be funded by ESC per the ESC Advisor handbook.

*If amount requested is **over $200.00** then this form must be submitted at least 10 days prior to presenting to the Equity Service Council.* If amount is **under $200.00** this form must be submitted at least 5 days prior to presenting to the Equity and Service Council (ESC). The ESC’s stated purpose includes the following:

- To represent and complement formal education on the CWU campus.
- To maintain an appreciation and understanding of diverse social and cultural heritage.
- To educate the Associated Students on issues affecting student equality.
- To promote and coordinate the celebration of diversity.
- To establish and carry out community service projects beneficial to the Associated Students.

*Note: Please follow this outline when **TYPING** your requests. All presentations need to be typed and copies made for each organization on the council. Please come prepared to give a formal presentation to the council.*
Event Details & Equity & Services Council Questions

Name of Event/Program: _______________________________________________________

Date of Event START:                                         Date of Event END:                         ________

Contact Person(s)/Travel Leader(s): ______________________________________________

Travel Leader Phone:_____________________Travel Leader E-mail: __________________

Number of student attending:_______________TA#_________________________________
*If there are multiple travelers, please attach a list of names including phone number & student ID numbers

1. When and where will the program take place?

2. What are the objective(s) of this project?

3. What are the benefits from the project?

4. Have you sought other sources of funding, if so what was the outcome?
Budget/Expense Information

*Please include all costs related to, any funds raised, and all support received for your event*

<table>
<thead>
<tr>
<th>Cost Category</th>
<th>Description/Type/Location</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Honorarium</td>
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<td>+</td>
</tr>
<tr>
<td>Registration</td>
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<tr>
<td>Lodging</td>
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<td>Travel/Transportation</td>
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<td>Supplies</td>
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<td>Subtotal</td>
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<td>Other BOD/S&amp;A Support</td>
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<td>Organization Account Funds</td>
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<td>Other Departmental Support</td>
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<td>Other Departmental Support</td>
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**Total funds needed from ESC**

*All expenses must be supported by an itemized receipt and proof of payment.**

**Items not listed on this budget are not subject to reimbursement**

**Equity and Services Council provides support for the following expenses:**

**Guest Speaker:** Costs for bringing in non-University people to speak at an event. Guest speakers must be paid directly by the University to comply with tax reporting requirements. Please contact the ESC advisor for assistance in arranging this honorarium.

**Registration:** Costs for participating at a conference or academically enriching event.

**Lodging:** Costs will only be reimbursed if the event is more than 50 miles away from Ellensburg.

**Travel:** All transportation costs to and from the event – fuel, transit fare, rental fees, etc.

**Advertising:** Costs associated with advertising for an event. Certain advertising costs may require additional documentation, please speak with the ESC advisor in order to ensure proper requirements are met when purchasing.

**Supplies:** Costs associated with supplies necessary to conduct an event. Those items that are reusable must be inventoried by the University as they become CWU property upon direct University purchase/reimbursement. Supplies must be at a nominal value.
Signatures

Organization Representative: __________________________ Date: 

Organization Advisor: __________________________ Date: 

SURC Accounting: __________________________ Date: 

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Date Received: __________________________ ESC Advisor Initial: 

Voted on by Equity and Service Council: In Favor:______ Opposed:______

☐ Complete  ☐ Incomplete  ☐ Approved  ☐ Denied

Signature of VP for Equity and Community Affairs: __________________________
Wrap Up Report Summary:

This summary is required in order to properly reimburse individuals/departments who provided support for the travel or event that was approved by the ESC Council. Please provide a detail of all items purchased when listed to ensure that the individual or department receives their reimbursement in full.

This form will be turned in with your wrap up report after your travel or event.

<table>
<thead>
<tr>
<th>Expense/Purchase Detail</th>
<th>Supporting Department/Person &amp; Contact Information</th>
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Equity and Services Council Program Wrap-up Report

Must be completed after any and all events and travel.

Event Title:

Time:

Date:

Location:

Facilitators: (List of all key player and their titles/roles)

Collaborators/Sponsors: (List of all partners, endorsers, supporters, sponsors)

Goals:

Resources:

Attendance:
Title: Equity and Services Council Block Party  
Concept: To assist student organizations in promoting themselves to students  
Date: September 26, 2014  
Location: Wellington Event Center  
Facilitators: ESC President’s
Collaborators/Sponsors: Michelle Cyrus and Spencer Biallas, Center for Student Involvement

Goals:
The goals of the event are to help student orgs promote themselves to students and create an open and welcoming atmosphere for both organizations and students (involved or uninvolved). The main goal is to provide a space for student orgs to engage with the undergraduate community on campus.

Resources:
- How much money was spent? $1,400.00 was allocated from ESC for food, tables, chairs, and posters.
- It took about two weeks but should be started at least 8-10 weeks in advance and everything should be final one week before.
- Student Success Justification forms for food should be submitted to the Dean 2-3 weeks prior to the event for approval.
- The only difficult thing to organize in this event was finding out how many students may actually attend to minimize wastage of food.

Attendance:
- How many people participated? 250 students stopped by and around 8 organizations participated.
- How did people participate? People participated by engaging in conversation with student organizations and learning more about them and student orgs participated by setting up tables etc.
- How can you describe the event participants? Students, undergraduate mostly looking to get more involved or find more things to become involved in.

Results:
- Where the goals of the event achieved? Seems like it from the survey calculations. 8 of the student organizations said that it should be repeated every quarter and most of the ratings from student said that it was beneficial.
- How can you compare this event with other events? This event is similar to fairs held at the beginning of the year with new students but it also gives transfers a chance to get to know student organizations better. This is comparable to other events because it is fulfilling the purpose of promoting student organizations.

Reactions:
- What did participants appreciate and value of the event? Participants valued the accessibility of the organizations and orgs valued that such an event was put on and that they could market themselves.
- What comments were made? Better advertising for the event.

Learning points:
What could be done better? Organization of the registry, and what times organizations should check in before the waiting list is compiled. Planning of the event could have been started earlier.

- Cater to provide a quicker turn around on the food being served.

**Future Development:**
- What will you do next time?
- Any spin-off idea?