Helpful Guidelines and Tips for Students
Preparing to Request Funds from the Services & Activities Committee

The Services & Activities (S & A) Committee is comprised of students, faculty, and staff who recommend to the CWU Budget and Finance Committee how the funds raised through quarterly student services and activities fees should be spent. About half of the members of the committee are students. Students frequently request funds from S & A for special activities such as travel to national conferences, athletic club playoffs, and special events on campus. Here are some guidelines to help you prepare your request.

1. In most cases, your activity may be eligible for funding from other organizations on campus, especially the Student Academic Senate and Club Senate. You should seek funding from these other sources first.
   Academic Senate - http://www.cwu.edu/ascwu/student-academic-senate-forms
   Club Senate - http://www.cwu.edu/ascwu/clubs-and-organizations-forms

2. Once a requestor is sure that all possible sources of funding have been investigated and, where appropriate, applied for then a request for S & A money can be made. This kind of request is called a supplemental request.

3. Here is a typical timeline for S & A Fee Committee Supplemental Budget Request:
   a. Send an e-mail to the chair (m) of the committee and the committee’s advisor (Jack Baker, BakerJ@cwu.edu) notifying them of a request for funding. Supplemental requests should be received at least 15 academic weekdays (i.e. three weeks most of the time, but allow extra lead-time for holidays) before the activity to be funded: one week for the committee’s advisory staff to review the request, one week to schedule and make your presentation, and one week following your presentation during which the committee members will deliberate before making a decision. Exceptions to this minimum lead time may be considered for unanticipated events on a case-by-case basis.
   b. Upon receipt of the S & A Fee Committee Supplemental Budget Request form (available on S & A’s homepage, the chair or the advisor of the Services and Activities Fees Committee will notify the Committee, the requestor of the supplemental request, and the CWU community of the date and time of the meeting where your request will be heard.
   c. At the meeting, you will be given a maximum of ten minutes for your presentation which will be followed by up to ten minutes of questions from the committee. You should be present at the start of the meeting during which you will present, but are not required to remain at the meeting after the committee has fully discussed your request.
   d. Normally, the decision about whether or not to fund your request will be made at the committee’s next regularly scheduled meeting. You do not have to attend this second meeting, but it is often useful.

4. If you would like to make a brief Powerpoint presentation explaining and justifying your request to the committee, please email the file to the Student Funds Financial Manager at Jonassen@cwu.edu via the university’s e-mail system. You do not need to bring a laptop; there is already one in the committee room linked to a projector. Any time required to set up a
presentation will be time lost to actually making the presentation. Remember – you have just 10 minutes to explain and justify your request.

5. Do not sign any contracts or in any other way commit to spend S & A funds until your request is approved by the S&A Committee and reviewed by the Budget Finance Committee. All contracts must be signed by an authorized representative of the University.

6. Some things to consider as you prepare your Supplemental Budget Request form:
   a. Budgets that make it clear how the individual students who want to participate in a funded activity will help to pay for it are more likely to be funded.
   b. Food is not normally funded unless it is integral to the event for which funding is requested or is part of an overall program with a fixed, all-in cost.
   c. Students who are traveling are expected to share accommodations at up to 4 persons per hotel room.
   d. Use the "Budget explanation if needed:" section to fully explain any cost in the budget whose meaning and calculation is not obvious. Also use this section to explain any special efforts made to minimize expenses (e.g. choosing a lower-cost hotel, registering well in advance to secure a lower registration fee, etc.).
   e. List all available funding (e.g. from a club account), committed funding (e.g. from Academic Senate, Club Senate), likely funding (e.g. from specific, planned fund-raisers identified by name), and if appropriate student/faculty/staff contributions to defraying the cost of the activity in the columns labeled "Revenue Source" and "Amount".
   f. Please ensure that the amount listed on page 1 after “Requested amount from S & A Supplemental Budget” is equal to the difference between Total Revenue and Total Expenses on page 2.