

CWU SPORT CLUBS

POINTS SYSTEM FOR BUDGET ALLOCATION

Budget Allocation Process

Sport Clubs Budget allocations are distributed according to each individual club's standing in the Points System and their budget needs. Allocations to each club will be based on, but not limited to: membership, years in existence, league dues, membership dues, competitive schedule, fundraising, national/regional participation, facility usage, and community service. The Sport Clubs Council will determine what percentage of the total budget requested each club will receive. This process is described as followed:

Each spring the club will complete a Budget Request for their funds.

1. Each club will be required to attend a budget hearing in April to defend your request.
2. Criteria that are taken into consideration during budget hearings include, but are not limited to:
 - a. Meeting and training attendance, fundraising efforts of the club, competitions levels, number of members, amount of practices, and level of positive representation of CWU Sport Clubs
 - b. The Sport Clubs Coordinator will use both a Point System and Tier System to allocate the respective amount of money for each club.
 - c. Late budget requests will automatically receive a reduced consideration.

Point System

The Allocation Funds will be distributed in accordance with the Points System. The total dollars available will be distributed based on the number of points each club receives, the percentage of points earned determines the percentage of the allotted funds the club receives.

Category #1: Attendance Points

Clubs will have the opportunity to attend several events throughout the year, some of which are mandatory events. The point breakdown for each event is as follows:

- **Monthly Officer Meeting**—The club will receive **3 points** if they have at least one club member attending, for every additional member that attends the club will receive **1 extra point**. Maximum points possible is **5 points**.
- **Club Meeting Minutes**— clubs are encouraged to hold individual meetings each week and turn in minutes to the sport club email. Minutes must be submitted within one week of the meeting. Each meeting is worth **3 points**.
- **Individual meetings**- Clubs will receive **3 points** for every individual meeting they set up with Corey at the sports club office and **1 additional point** for each additional person.

Category #2: Paperwork Points

All clubs are required to submit various forms throughout the school year, each of which have due dates on the yearly calendar. Points will be awarded if forms are submitted on time and if they are complete. The point breakdown for each form is as follows:

- **Club Recognition Form**—Submitted in the beginning of the school year will receive **2 points** if turned in before the deadline.
- **Officer Contact List**—submitted at the end of the spring semester, this form is worth **2 points**.
- **Constitution**—due by Dead Day of Spring quarter, submission is worth **2 points**. Constitutions must be submitted regardless if there are no changes from the previous year.

Category #3: Home Events

Home events will receive **10 points** for everyday hosted, Officers need to set up a meeting before the event to discuss the needs and equipment needed for the events. Bonus points will be awarded for major events hosted. Additional points will be evaluated based on hours spent related to the event.

Category #4: Travel Points

Each time a club travels, they have the potential to earn a total of at least **11 points** if all requirements are met. You will receive **2 points** for turning in a travel Itinerary at least 2 weeks in advance, **2 points** for a completed pre-trip meeting with a sport club supervisor **1 point** for every member that attends, **5 points** for each day you travel, and **2 points** for results posted on Sports club Facebook page or twitter #cwusportclubs. In order to receive these points, clubs must submit all paperwork on time, schedule a post-travel meeting, attend the scheduled post-travel meeting on time, and report results within a week of the competition (by e-mail or text to Sport Clubs Administration). There is no maximum point value for this category. Point Penalization: You will get penalized **two points** if you do not turn in your travel itinerary at least two weeks prior to travel, and travel itinerary needs to be done at least **four weeks** in advanced when flying.

Category #5: Risk Management

- **Safety Officer Training**—each member will receive **2 points** for completed the safety officer training, a safety officer training is to be completed every academic school year.
- **First Aid/CPR Certification**—any club who shows proof that at least one member is currently certified in First Aid/CPR for the entire academic year will receive **2 points** for their club. Present proof of current certification from July 1-October 1 of each year to receive points.
- **Certified Safety Officer**- Each member will receive **10 points** if they are both certified in first aid/CPR and have completed a safety officer training.
- **Travel Roster**- All club members are required to register as Collegiate Sport Club member through the web based individual registration process (www.cwu.edu/sport-clubs). If members traveling to a competition or event are not registered through this system points will be deducted. All students that register will appear on the roster provided to you by the sport club staff. Below is a summary of the deductions for this violation:
 - **5 points** – will be deducted for 1st offense
 - **10 points**- will be deducted for 2nd offense
 - **3rd offense**- will result in suspension from traveling until a meeting is set up with Corey to reauthorize travel. Will be on probation for one year.

Category #6: Community Service

Club must have at least 3 members attending event to receive points.

- Clubs will be rewarded **2 points** for every hour of community service done together. Limited to 20 hours per club per quarter.
- Will need to send us proof of community service via email or text in order to receive points. Picture also count as proof.
- Members will need to wear club attire while participating in community service unless instructed otherwise by the event coordinator.

Category #7: Media Points

To keep clubs updating their club's webpage throughout the year, we will be awarding points for the following:

- **Social Media** – Any type of social media update posted on our Facebook page or twitter will receive **2 points**. If club does not have twitter or Facebook page present us your photos along with a brief summary of your activity and we will post them. Points will only be distributed if the photos are within a week of the event.
 - **Examples of events include:** Competitions/events put on by your club/games (practices don't count), fundraising events, support of different athletics/clubs

Category #8: Leadership Trainings

- Will consist on the amount of workshops members attend, an opportunity to receive points as well as prepare members in taking over future officer roles.
 - **3 points** for every officer that attends a training session, **2 points** for additional club members (**10 points max**).

Category # 9: Fund Raising

- As an incentive for clubs to raise money through fund raising events, we will be awarding points for fund raising based
- Bonus points will be awarded for major fundraiser projects hosted. Additional points will be evaluated based on hours spent related to the fundraiser.
 - Points will be allocated based on the net profit of the event as follows:
 - \$50-\$99.99 – 2 points
 - \$100-\$499.99 – 5 points
 - \$500 - \$999.99 – 10 points
 - Over \$1,000 – 20 points

Category #10: Revenue

- One point is rewarded to a club for every \$1,000 of revenue that is generated through a club's account.