

# Department of Student Involvement: Request for Funds

## General Information

Student Involvement offers two funding sources for events, trainings, and conferences as provided by the Services and Activities Fee Committee (SAFC). Please be sure to review all of the guidelines and fill out this form completely, attaching any necessary documentation. All forms should be submitted to the Department of Student Involvement located in the Mattress Factory (MAT) 103. For questions, feel free to come to the SI office, call (253) 692-5809, or email [uwtsi@u.washington.edu](mailto:uwtsi@u.washington.edu). *This front sheet does not need to be turned in.*

### General Guidelines

- ❖ **In order for your request to be considered, it must be submitted at least four (4) weeks in advance of the event/conference start date.**
- ❖ All sources are funded generously by the Services and Activities Fee Committee (SAFC) and therefore must benefit current UW Tacoma students first and foremost.
- ❖ All costs, contracts, invoices, bills, etc. shall be collected with this form and will be considered as part of the request
- ❖ No more than one (1) request per event can be submitted.
- ❖ When a request will involve collecting funds (e.g. ticket sales, admission, fees), non-UWT students shall be charged full price per person.
- ❖ Any requests (e.g. incomplete, inappropriate) that do not fall in-line with these guidelines shall be returned to the requestor to be completed and/or updated before it is reconsidered.
- ❖ All requests must be made by a UW Tacoma entity in good standing. If an entity moves from good to bad standing while the request is in process, the request shall be put on hold until the entity returns to good standing.
- ❖ Requests from students (e.g. student-at-large, recognized or registered student organizations) must also have an adviser, UW Tacoma faculty or staff review & sign-off on this request below.

### Campus Event Fund Guidelines *(determined by Student Activities Board)*

- ❖ Any requests for sponsorship over \$500 necessitate review by the SAB team.
- ❖ The general funding cap for events, conferences, programs is \$2000 however, the nature of the event/conference will be taken into account when request exceed this amount.
- ❖ If more than one entities name is on an event request (ex: BSU and LSO co-hosting) the amount awarded shall be split evenly and reflected as such on that entities' balance with the SAB for that quarter.
- ❖ Requests asking for funds to cover food and/or beverages must be reviewed by the team; further, any events serving food must abide by the 20% rule as outlined in the SAB Primer.

### Training & Conference Fund Guidelines *(determined by the Associate Director of Student Involvement and SAFC)*

- ❖ Training & Conference Funds can only be utilized for a training session, training speaker, or on conference costs at the regional or national level. Other considerations will be determined by the Associate Director of Student Involvement.
- ❖ Requests not deemed to be Training & Conference related will be returned to the proposer and/or passed along to the Campus Event Fund for consideration.
- ❖ The general funding cap for events, conferences, programs is \$2500 however, the nature of the event/conference will be taken into account when request exceed this amount.

### For more information

Use of University Facilities (UUF), On-Campus Room Reservations	<a href="http://www.tacoma.washington.edu/chancellor/uuf/process.html">www.tacoma.washington.edu/chancellor/uuf/process.html</a>
Department of Student Involvement	<a href="http://www.tacoma.washington.edu/studentaffairs/si">www.tacoma.washington.edu/studentaffairs/si</a>
Food Form	<a href="http://www.washington.edu/admin/ap/office/food.pdf">www.washington.edu/admin/ap/office/food.pdf</a>
Alcohol Policy	<a href="http://www.tacoma.washington.edu/policies_procedures/Student_Organization_Guidelines_on_Alcohol.pdf">www.tacoma.washington.edu/policies_procedures/Student_Organization_Guidelines_on_Alcohol.pdf</a>