



# Funding Model 2022-2023

*(Amended 10/27/2022)*

Hello Club Officers!

My name is Phuong Vu, and I am the Treasurer for Club Council 2022-2023. Club Council is excited to support all the clubs on campus and cannot wait to see the events and programs you are planning. Although we are currently operating during unprecedented times, we are here to support your club. This funding model is finalized based on the current public health guidance and subject to change if WA state and institution enters into more advanced phases. If you have any questions in regards to the Club Council Funding Model 2022-2023, feel free to contact us at [uwbclubs@uw.edu](mailto:uwbclubs@uw.edu).

Total: \$93,000

Services and Activities Fee (SAF) Allocation for 2022-2023

Club Spending - \$88,000

UW Alumni Association Award to UWB for 2022-2023

Alumni & Graduate Club Spending - \$5,000

For more information about the history of Club Council SAF allocation please visit:

<https://www.uwb.edu/studentaffairs/safc/safproposals>

## **\$93,000 Allocation Funding Model Breakdown for 2022-2023:**

Operations:	\$6,000
On-Campus or Virtual Programming Fall Quarter:	\$11,000
On-Campus or Virtual Programming Winter Quarter:	\$11,000
On-Campus or Virtual Programming Spring Quarter:	\$18,000
Uncapped On-Campus or Virtual Event Programming:	\$28,000
Promotional Items: Clubs will only be able to request up to \$600 per year for promotional items	\$9,000
Apparel: Clubs will only be able to request up to \$600 per year for apparel if they exceed 20 units	\$5,000
UW Alumni Association Award	\$5,000

### **Development of Funding Model:**

Club Council 2021- 2022 recommended this funding model based on:

- Student feedback in our survey and in meetings
- Data from previous years
- Experience working with clubs and seeing their needs in relation to the positive UW Bothell student experience
- In 2018-2019 Club Council participated in a LEAN process workshop which resulted in recommendations to implement in the 2019-2020 academic year
- Consideration for conditions in a remote and hybrid learning environment
- Current public health guidance as well as state and university guidelines regarding university operations and in-person gatherings
- Upon Club Council approval, funds from one category can be moved to another if needed
- To account for the ~10% decrease in budget, Club Council (2021-22) has decided to reduce funding for the following categories: Programming (to 40k) and Apparel (to 6k) based on the past three years' use of the budget.

Club Council 2022- 2023 adjusted the recommendations from last year's team and made amendments based on:

- An anticipated increase in demand for funding for events and promotional items in the fall quarter

- Updates from the alumni association regarding their funding philosophy and how alumni association funds were awarded in the previous year
- UW Bothell and Student Engagement & Activities policy changes

### **Additional Information:**

#### *All Funding Request Submissions:*

- We are in unusual times with unprecedented opportunities and challenges. Club Council wants to partner with clubs to envision how we can best support your goals in a sometimes in-person and sometimes remote environment. This is why clubs are required to meet with their Club Council Point of Contact and the designated SEA event advisor prior to the funding request submission deadline. We hope that this will minimize any unforeseen challenges we may face.

#### *Virtual or On-Campus General Programming:*

- Clubs must meet with Club Council Point of Contact and designated SEA event advisor before determining the date of event to ensure that all learning obstacles can be reviewed and timelines adjusted to support a successful program. This is also to ensure successful planning and coordination of timelines to review event details and receive event planning and funding submission advice
- Club Council will only fund virtual events, or on-campus events subject to current public health guidance as well as state and university guidelines regarding university operations and in-person gatherings
  - Event programming cap per funding request is \$2,000 for one club
  - Collaborative events increase from \$2,000 (one club) to \$4,000 (two clubs) with a cap of \$5,000 (three or more clubs)
    - Club president must confirm, via email, Zoom, or in person, their intended collaboration with their Club Council Point of Contact prior to the funding request submission
  - In order to ensure that all payments, purchases, and supply shipments required for the event can be completed within the timelines provided by the university, the following are required for a funding request to be considered complete for review:
    - Quotes for any necessary invoices (i.e. supplies, food, decorations, etc.) or contracts for speakers, musical acts, etc.
  - Clubs must fill out an event assessment form (found in Presence) no later than 1 academic week after the event for Club Council's review. The assessment form supports Club Council in determining the success of the event itself and the impact it has had on UWB students
  - Each club is limited to 2 events capped at \$2,000 per event (including collaborations), funded on-campus or virtual events per quarter

### *Uncapped Virtual or On-Campus Event Funding Request:*

- Clubs will have an opportunity to receive funding for one uncapped event for the academic year
- To ensure a successful event, Club Council requires a meeting with a SEA Event Adviser and their Club Council point-of-contact 12 academic weeks before the event
  - Funding request must be submitted 10 academic weeks before the event
  - Funding request will require a 10 minute presentation with a 5 minute Q&A with Club Council

### *Promotional Items:*

- Clubs will need to include all the invoices or quote from UWB approved vendors in the submitted funding request
- Cannot be sold for profit
- Clubs will need to provide a detailed distribution plan to ensure that current health and safety guidelines can be followed. It should include:
  - Clubs have to follow the current health and safety guidelines
- Predominantly for UWB Students and Non-Members of the club
- Cannot be funded if they do not include the club name or logo and contact information
- Cannot be funded for a specific event
- Design must adhere to [UW Trademark & Licensing](#) policies.

### *Apparel:*

- Clubs will need to include all the invoices or quote from UWB approved vendors in the submitted funding request
- Cannot be sold for profit and must be a singular design
- Only available to be purchased after fall quarter
- Apparel items have to be available to all club members and only approved members on Presence can receive the apparel
- The apparel design must first be approved by Club Council and adhere to [UW Trademark & Licensing](#) policies.
- If clubs request more than 20 units of apparel, the funding amount will be capped at \$600 for the whole funding request.

### *After Funding Awarded:*

- For Apparel funding requests, clubs have 10 academic days to complete all the Apparel requirements. After the 10 academic days, the 5 days to schedule a meeting with the assigned SEA adviser starts.
  - Send the excel sheet of members requesting apparel to the Cashier's Office
  - Update any invoices if needed
  - Have club members pay their Apparel subsidized fee at the Cashier's Office

- Club representative(s) are required to schedule a meeting with their assigned SEA Club Adviser within 5 days after the approval of their funding.
  - No money can be spent until the meeting takes place.
  - These meetings are necessary for buying supplies and processing invoices.
  - The meeting(s) date & time depends on the date and the amount of funding approved.
  - If club representative(s) miss the meeting, previously approved funds by Club Council will be released back to the general fund to be reallocated.
  - One club officer that has access to the club's finance section on Presence must attend the meeting.
  - To retain funding from club councils, clubs may be required to have recurring meetings with their SEA Club Adviser based on the complexity of their club event or request.

## **Definitions:**

Club Council Point of Contact: Each club will be assigned a Club Council member that will be their main Point of Contact for the year and will be able to effectively support the club with navigating campus policies, event planning, funding requests, or any additional inquiries

Virtual or On-Campus Programming: This portion includes speaker fees, entertainment, supplies, decorations, and food integral to the event per UWB Fiscal and Audit Services policy and other necessary expenses for club programs. Club Council will only fund supplies or items that will be used up during the event (ex.: canvas for a painting night that is then used and artist will keep) and not items that will require any form of storage (ex.: paint brush kit set). This funding is crucial to providing accessible opportunities for students to engage with others, build community, and learn outside of the classroom.

Operations: This category includes Club Council organized programs such as: Activity Fairs and Club Recognition Banquet, training expenses, club printing, event security, and supplies and/or digital resources available to all clubs. These funds ensure clubs and Club Council can operate smoothly, as well as have resources for daily operation.

Promotional Items: Clubs can request funds for branded items such as pens, notebooks, or banners. Promo items build brand recognition for student clubs, build community within a club, and provide clubs a way to encourage engagement in their organization. It must be available to a wide range of UWB students for the purpose of increasing a club's visibility on campus.

Apparel: Clubs can request funds for apparel items (i.e. shirts, sweaters). The purpose of the apparel is to bring a sense of unity and togetherness in a club. The Club Council decided to waive a small fee to help accommodate students during this pandemic.

*Uncapped On-Campus Event:* This fund allows clubs on campus to hold events that may exceed the Club Council programming cap. This type of funding is limited to one per club per year (including collaborations with other clubs) and must benefit the UWB community

*Alumni Association Fund:* Funding comes from UW Alumni Association member dues. \$5,000 has been gifted this academic year. This fund is to support student activities for UW Bothell. These funds can be directed towards stoles, events, or activities for prospective graduates (i.e. soon to be new UW Alumni) such as graduation events or recognition of seniors.