



Funding Model | 2023-2024

The Club Council Funding model details the amount of funds that have been allocated to the council, the council's policies surrounding those funds, and the conditions that recognized student clubs must meet in order to be awarded funding.

Please read the “Conditions of Funding Allocation” section in its entirety before applying for funding.

Club Council votes on funding awards during business meetings based on the Services and Activities Fee (SAF) Committee's guidelines for funding ([section 5](#)), this funding model, previous year's assessment data, and student/club feedback.

Funds allocated to the council are primarily supplied via SAF, with additional funds provided by the UW Alumni Association (UWAA). Club Council must adhere to any and all applicable law, regulations, policy, procedure, or stipulation by the State of Washington, the University of Washington System, UW Bothell, the SAF Committee at UW Bothell, Student Engagement & Activities, and the UW Bothell Club Handbook (and the UWAA, where applicable).

23-24 Total Available Funding: \$127,000

Services and Activities Fee (SAF) Allocation for 2023-2024

- *Club Programs, Events, & Allocations - \$72,000*
- *Uncapped Club Programs & Events - \$50,000*

Alumni Association Award to UWB RSO Program for 2023-2024

- *Alumni & Graduation Club Programming - \$5,000*

For more information about the history of Club Council's SAF allocations please visit:
<https://www.uwb.edu/studentaffairs/safc/safproposals>

Allocation Breakdown

\$127,000 Allocation Breakdown 2023-2024:

Club Council Operations:	\$11,000
Club Printing: <ul style="list-style-type: none"><i>This line only covers 8.5" x 11" and 11" x 17" printing – see the "Club Printing" section for more information</i>	\$500
Fall Quarter Club Programs, Events, & Allocations:	\$8,000
Winter Quarter Club Programs, Events, & Allocations:	\$17,000
Spring Quarter Club Programs, Events, & Allocations:	\$20,000
Apparel & Promotional Items: <ul style="list-style-type: none"><i>Clubs can request apparel funding up to \$30 per unit, per person – see the "Apparel" section for more information</i><i>Clubs will only be able to request up to \$600 per year for promotional items – see the "Promotional Items" section for more information</i>	\$15,500
Uncapped Club Programs & Events*:	\$50,000
UW Alumni Association Award for Alumni & Graduation Events*:	\$5,000

Development of Funding Model:

Club Council and Student Engagement & Activities 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
- An anticipated increase in demand for funding for events, promotional items, and apparel
- 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
- Upon Club Council majority vote approval, funds from one line can be moved to another if needed

- *Note that lines marked with an asterisk (*) cannot be moved to a different line without final approval from the Division of Enrollment Management & Student Affairs or the UW Alumni Association, respectively*

Funding Types

Based on the details you provide to your Club Council Point of Contact and/or designated SEA professional staff member in your initial meeting, they will designate what type of funding your club may qualify for as one of the following:

Level 1 Programs & Events

- May need general supplies, food, decorations, etc.
- Less than 100 anticipated attendees
- Low risk activities
- **Event/Program date is no less than 4 weeks away from hearing date**
- Examples: Game night, panelist event, networking night, member development, etc.
- Funding cap: \$1000
- **Can be heard at most Club Council Business Meetings**, unless otherwise stated, which take place every Thursday during academic weeks (with the exception of finals week)

Level 2 Programs & Events

- In addition to the above, may need contracts, vendor quotes/invoicing, collaborations, catering, etc.
- More than 100+ anticipated attendees
- May involve high risk activities that require approval from other offices
- **Event/Program date is no less than 6 weeks away from hearing date**
- Examples: Fashion shows, poetry slams, student performances, scientific demonstrations, etc.
- Funding cap: \$2000
 - *If collaborating with other clubs: \$4000 (two clubs), \$5000 (three or more clubs)*
- **Can be heard at Extended Club Council Business Meetings only**, unless otherwise stated, which take place the last academic Thursday of each month (with the exception of finals week)

Uncapped Programs & Events

- Events designated as “uncapped” may exceed the typical Club Council funding caps mentioned above
- Clubs may only apply for and/or be allocated uncapped funding once per academic year (this includes collaborations with other clubs)
- Uncapped programs and events must benefit the broader UW Bothell community
- **Event/Program date must be no less than the following academic quarter from hearing date**

- Examples: Dances, game shows, performers, cultural celebrations, high profile speakers, etc.
- **Can be heard at designated Extended Club Council Business Meetings only**, which take place twice each quarter

Apparel & Promotional Items

- Clubs can request funds for branded items which build recognition, unity, and community engagement in their organization
- Promotional items are branded materials (i.e. pens, notebooks, cups, etc.) that are available to a wide range of UW Bothell students, primarily non-member of the club, for the purpose of increasing a club's visibility on campus and new member recruitment
- Apparel are branded wearable items (i.e. shirts, sweaters, hoodies, etc.) which are intended for **club members only** to create a sense of community for club membership
- **Can be heard at most Club Council Business Meetings**, unless otherwise stated, which take place every Thursday during academic weeks (with the exception of finals week)

Special Allocations

- Special allocations are any requested funds that do not fall within the above categories
- Examples: Travel, conferences, non-consumables items, etc.
- **Can be heard at Extended Club Council Business Meetings only**, unless otherwise stated, which take place the last academic Thursday of each month (with the exception of finals week)

NOTE: SAEF is targeted primarily towards academic pursuits - unless that has changed this year clubs will continue to approach CC and SAF for these types of things. Additionally, this would cover other things beyond conference and travel - think Brilliant Billiard's pool sticks.

Preliminary Allocations

NOTE: Previous year Club Council will look at all preliminary requests and will push to approve for the next year's club council.

- Clubs can request preliminary allocations for the Fall Quarter 2024 during designated business meetings
- Approved preliminary allocations are factored into Club Council's budget for the 2024 – 2025 academic year and make the allocation process for clubs requesting funds in Fall Quarter smoother
- Approved preliminary allocations are not a guarantee of funding, but an official recommendation from this year's Club Council to the following year's
- **Can be heard at designated Club Council Business Meetings only**, which take place in the last 5 weeks of Spring Quarter

Tier 2 Preliminary Budgets

- Tier 2 Clubs can request a preliminary budget for the 2024 – 2025 academic year from each of the above categories (with the exception of Preliminary Allocations)
- Preliminary budgets are factored into the Club Council budget for the 2024 – 2025 academic year and will be voted on in the first Business Meeting
- Approved preliminary budgets are not a guarantee of funding, but an official recommendation from this year's Club Council to the following year's
- If a Preliminary Budget is approved by the 2024 – 2025 Club Council, they will not need to be heard at any other Business Meetings for the academic year until they propose another preliminary budget (or if they wish to amend or appeal their budget)
- **Can be heard at designated Club Council Business Meetings only**, which take place in the last 5 weeks of Spring Quarter

Appeals & Amendments

- **Appeals:**
 - When the Club Council votes on an allocation request and approves, denies, or revises funds, the funding amount is finalized unless a club requests an appeal. An appeal will only be heard if at least one of the following criteria are met:
 - New information is presented that was not reasonably available at the time the original allocation request was heard;
 - A procedural irregularity affected the outcome of the allocation request;
 - A conflict of interest or bias affected the outcome of the allocation request.
 - Allocation requests cannot be appealed simply because a club disagrees with the outcome of the deliberation by the Club Council.
 - Appeals must be submitted in writing to the Club Council Chair (uwclub1@uw.edu) and the Assistant Director of Student Engagement & Activities (dphinaz@uw.edu) no later than **1 academic week** after a funding allocation request is heard and decided upon.
 - In cases of suspected bias, appeals should be submitted in writing to the Assistant Director of Student Engagement & Activities (dphinaz@uw.edu) to determine whether the appeal will be heard by the Club Council or by Student Engagement & Activities directly.
 - It is essential to note that an appeal by a club does not guarantee funding for the item. If an appeal is heard, the entire allocation request is reconsidered and funds can be reallocated based on previously provided information and information provided during the appeals process.
- **Amendments:**
 - These requests are heard when an allocation needs to be changed due to the final cost of something being more than what Club Council allocated. Amendedment requests are only heard if at least one of the following criteria are met:
 - The overage was out of the club's control and/or was unintentional;

- New information is presented that was not reasonably available at the time the original allocation request was heard (with the exception of preliminary allocations and budgets).
 - Amendment request should be submitted in writing to the Club Council Chair (uwbclub1@uw.edu) as soon as possible. If the chair determines that one or more of these criteria are met, clubs may present this information at a Thursday business meeting for the club council to hear.
- **Can be heard at most Club Council Business Meetings**, unless otherwise stated, which take place every Thursday during academic weeks (with the exception of finals week)

Conditions of Funding Allocation

The information in the below sections detail the conditions under which clubs agree to adhere when they are allocated funds by the Club Council. This is in addition to any stipulations in the Funding Agreement (see “Funding Agreement” section) as well as any and all applicable law, regulations, policy, procedure, or stipulation by the State of Washington, the University of Washington System, UW Bothell, the SAF Committee at UW Bothell, Student Engagement & Activities, and the UW Bothell Club Handbook (and the UWAA, where applicable).

All Allocation Request Submissions:

- € Clubs are required to meet with their Club Council Point of Contact and/or their designated SEA professional staff member prior to the funding allocation request submission deadline.
- € Allocation Request Forms are due in GatherUWB (Presence) no later than **11:59PM the Monday prior to your club’s hearing date. This is done to make the events happen in a timely manner.11:59 PM**
- € The following are required for an allocation request to be considered complete for review: Quotes for any necessary purchases (i.e. supplies, food, decorations, promotional items, etc.) or contracts for speakers, musical acts, etc.

Events & Programs:

- € Clubs must meet with their Club Council Point of Contact and/or designated SEA professional staff member **before determining the date of their event/program** to ensure that all learning obstacles can be reviewed and timelines adjusted
- € Club Council will only fund virtual or on-campus events and programs
- € Club Council will only fund events and programs subject to current public health guidance as well as state and university guidelines regarding university operations and in-person gatherings

- € Clubs must fill out an event assessment form (found in GatherUWB) no later than 1 academic week after the event for Club Council's review.

Level 1 Events & Programs

- ∅ Events and programs designated in this category can be funded for up to \$1000 for one club
 - Collaborative events increase to \$1,500 (two clubs) with a cap of up to \$2,000 (three or more clubs)
 - Club officers must confirm (via email, Zoom, or in person) their intended collaboration with their Club Council Point of Contact prior to the funding request submission
- ∅ Each club may only be funded for a maximum of 2 events and/or programs in this category per quarter (this includes collaborations)
- ∅ Level 1 Events & Programs have less than 100 anticipated attendees
- ∅ Level 1 Events & Programs are no less than 4 academic weeks away from the Club Council Business Meeting in which they are being heard
- ∅ Level 1 Events & Programs do not involve "high-impact activities" as defined by the Activities & Recreation Center's (ARC) **High Impact Events Policy**
- ∅ Level 1 Events & Programs do not require a **Special Events Permit** from Events & Conference Services

Level 2 Events & Programs

- Events and programs designated in this category can be funded for up to \$2000 for one club
 - Collaborative events increase to \$4000 (two clubs) with a cap of up to \$5,000 (three or more clubs)
 - Club officers must confirm (via email, Zoom, or in person) their intended collaboration with their Club Council Point of Contact prior to the funding request submission
- Each club may only be funded for a maximum of 1 events and/or programs in this category per quarter (this includes collaborations)
- Level 2 Events & Programs have more than 100+ anticipated attendees
- Level 2 Events & Programs are no less than 6 academic weeks away from the Club Council Business Meeting in which they are being heard
- May only be heard at monthly Extended Club Council Business Meetings

Uncapped Events & Programs

- ∅ Clubs will have an opportunity to receive funding for a maximum of one uncapped event or program for the academic year

- To ensure a successful event, Club Council requires a meeting with a SEA professional staff member and their Club Council point-of-contact no less than 12 academic weeks before the anticipated event date
- ⊘ A formal presentation with a 5 minute Q&A with Club Council during the hearing is required
- ⊘ Allocation Request Form should be submitted at least one quarter prior to the event taking place
- ⊘ May only be heard at **designated** Extended Club Council Business Meetings which take place at least twice per quarter

Food

The process of requesting food for on-campus events starts with identifying the need for food to be present at the event. A club must be able to explain why food is integral to the success of the event.

- Club Council Food Per Diem Limits:
 - Breakfast: \$10
 - Lunch: \$20
 - Dinner: \$25
 - Light Refreshments: \$5.00

Food Form

- Clubs will always need to have an approved Food Form from UWB Fiscal & Audit Services to be able to have any type of food at an event, if using university funds to purchase said food. The assigned Club Council point of contact can assist the club officer with this process.
 - If you are requesting food for your event, you must turn in your food intake form when you turn in your allocation request
 - Include the approved form with your Allocation Request Form on GatherUWB

Food Permits

- If a club will be having perishable food - club officers will need one, if not both, of these food permits. Please reach out to the assigned Club Council point of contact if your club is looking to have perishable food at an event.
 - **Temporary Food Service Permit:** This type of permit will be needed if a club is having perishable and/or catered food.
 - Due 14 business days before your event date

- **WA Food Worker's Card/Permit:** Club officers will need this permit if they will be directly handling food.
 - Each card/permit cost \$10 per person, so consider this in your funding allocation request
 - These permits will need to be submitted 14 business days before the event date

Promotional Items

- Clubs will need to include all the invoices or quote from UWB approved vendors in the submitted funding allocation 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.
- Predominantly for UWB Students and Non-Members of the club
- Cannot be funded if they do not include the club name or logo
- Cannot be funded for a specific event
- Must order a minimum quantity of 50 promotional items
- Design must adhere to [UW Trademark & Licensing](#) policies
- Clubs can request up to \$600 per year for promotional items
 - Includes tax, shipping, fees and any other related expenses

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.
- Clubs can request apparel funding at up to \$35 per unit, per person
 - Includes tax, shipping, fees and any other related expenses

Special Allocations

- Clubs will need to provide a plan for storing any non-consumable items they wish to purchase
 - Neither Club Council nor SEA can provide club storage
- Conferences must align with your club's mission and purpose

Travel

- Any travel related expenses must be for club related purposes that align with your club's mission
- You must have an authorized pre-travel approval form from SEA before money can be spent
- Anyone traveling must complete a Participant Waiver Agreement from your club before money can be spent, a SEA professional staff can assist you with this
- All travel must be accompanied with your club's advisor and/or UWB faculty/staff authorized by SEA

Preliminary Allocations

*Conditions of preliminary allocations will be announced **Winter Quarter 2024.***

Preliminary Budgets

*Conditions of preliminary budgets will be announced **Winter Quarter 2024.***

After Funding Awarded

- € Club representative(s) are required to schedule a meeting with their assigned SEA professional staff 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 category, event/program 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 professional staff based on the complexity of their club event or request.
- € Items that are not picked up in a timely manner from SEA will be surplused or added to the SEA inventory rotation
 - ∅ Your Club Council Point of Contact or SEA staff will be in contact with deadlines to pick up you club's items after purchase

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.