



Funding Model 2019-2020

Hello Clubs and Club Officers,

This is Kenneth Truong, and I am the chair for Club Council 2019-2020. Our team is excited to support all the clubs on campus and cannot wait to see the amazing activities and programs that will be held and initiated by clubs. This funding model is finalized based on the suggestions from club officers' feedback from last year; we wish this document could provide you a deeper insight on how the funding model for Club Council functions. If you have any questions in regards to the Club Council Funding Model 2019 - 2020, please do not hesitate to reach out to Club Council through uwbclubs@uw.edu.

Looking forward to a wonderful year,

Kenneth Truong

Total: \$106,300

Services and Activities Fee (SAF) Allocation for 2019-2020

Club Spending - \$100,000

UW Alumni Association Award to UWB for 2019-2020

\$5,000 + Roll Forward Amount (\$1,300) = \$6,300

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

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

\$106,300 Allocation Funding Model Breakdown for 2019 - 2020:

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| Operations: | \$9,000 |
| On-Campus Programming Fall Quarter: | \$10,000 |
| On-Campus Programming Winter Quarter: | \$15,000 |
| On-Campus Programming Spring Quarter: | \$20,000 |
| Uncapped On-Campus Event Programming: | \$28,000 |
| Promotional Items: Clubs will only be able to request up to \$600 per year for promotional items | \$10,000 |
| Apparel: | \$8,000 |
| UW Alumni Association Award | \$6,300 |

Development of Funding Model:

Club Council 2019 - 2020 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

Additional Information:

General Programming:

- Club Council will continue to only fund on-campus events
- On-campus programming cap per funding for 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)
 - Clubs must confirm their collaboration with their Club Council Point of Contact prior to the funding request via email or in person
- In order to ensure that all payments, purchases, and supply shipments required for the event can be completed within the timelines given 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.

- Form answering all general questions pertaining to event, such as impact on campus & UWB students or how it is important to your club/community, etc.
- Clubs must fill out an event assessment form 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

Large On-Campus Event:

- Each club is limited to 2 large-scale events per quarter
- Clubs are required to meet with Club Council and their SEA Club Adviser before the completed funding can be submitted, in order to ensure successful planning and coordination of timelines and to review event details and receive event planning and funding submission advice
- Club representative(s) are required to schedule a meeting with their Club Council Point of Contact and their assigned SEA Club Adviser within 5 days after the approval of their funding
 - These meetings are necessary for buying supplies and processing invoices.
 - The meeting date & time depends on the date and the capacity of the event.
 - No money can be spent on the event until the meeting takes place.
 - If club representative(s) miss the meeting, previously approved funds by Club Council will be released back to the general fund to be reallocated for other events

Uncapped On-Campus Event Funding Request:

- Clubs will have an opportunity to receive funding for one uncapped event for the academic year
 - Clubs are required to work with a SEA Club Adviser and their Club Council Point of Contact to develop a timeline for the event and an accurate funding request to cover the clubs' needs for the event
- To ensure a successful event, Club Council requires a meeting with a SEA Club adviser 12 academic weeks before the event
 - Funding request must be submitted 10 weeks before the event
 - Funding request will require a 10 minute presentation with a 5 minute Q&A with Club Council

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 assist the club with event planning or funding requests.

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 consumables. 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 Fair and Club Recognition Banquet, training expenses, club printing, event security, and supplies 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 or banners. Promo items build brand recognition for student organizations, 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 clubs visibility on campus. Promotional items cannot be funded if they do not include the club name or logo and they cannot be for a specific event.

Apparel: Clubs can request funds for apparel items (i.e. shirts, sweaters). Each individual receiving an apparel item is required to contribute a small amount (varies dependent on the item, please see Apparel Information Breakdown), in order to be eligible for an item. Apparel items have to be available to all club members; cannot be personalized; may not be sold for profit; and can only be purchased after fall quarter, so that clubs have time to grow their membership and apparel can be purchased for a full group. The apparel design must first be approved by Club Council and adhere to [UW Trademark & Licensing](#) policies.

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 and must benefit a wide range of UWB students.

Alumni Association Fund: Funding comes from UW Alumni Association member dues. \$5,000 has been gifted this academic year. In combination with remaining funds from last year, this fund totals \$6300. This fund is to support student activities for UW Bothell. These funds can be directed towards events or activities for prospective graduates (i.e. soon to be new UW Alumni) such as graduation events or recognition of seniors.