



SO Funding Board FAQ's

Welcome! This is an informal document designed to help you better understand the SO Funding Board process. Nothing within this document is binding; the official document that dictates the funding process is the ASUW Finance Policy, which is available on-line.

This document is not exhaustive; if you have any questions not answered here, please contact either the SO Funding Board chair, the ASUW Director of Finance and Student Orgs at asuwexc7@uwyo.edu

In General

How do I get funding from ASUW?

ASUW allocates funds to SOs from the SO Funding Board. The SO Funding Board has two different funding sources for SOs to utilize. Conference Registration requests allow SOs to ask for money to cover the expense of registering for a conference. These forms can be found at the ASUW website under the Student Organization Funding tab.

SO Funding Board also has funds available for event funding. When you are registering an event for your SO through CollegiateLink, you will have the option of requesting ASUW funds and uploading a budget. Only after every other entity has signed off on your event will you be contacted by ASUW in regards to your funding request.

What is the funding process like?

Regardless of what your request is, you will, at some point, have to present to SO Funding Board. ASUW will contact you with a date and time for this presentation after your request has reached us. The presentation is a brief, completely informal presentation to a committee of roughly 10 people. After your presentation, the committee will ask you questions, and then ask you to step out of the room while the committee deliberates. After the committee has reached a decision, you will be brought back into the room, and the committee chair will notify you of the committee decision and reasoning. Depending on the circumstances of your request, there may be additional steps, addressed below.

Do I need a formal presentation?

No, you do not! Just be sure that you are familiar with your event and your budget.

When does SO Funding Board meet?

Log onto uwyo.edu/asuw/committees/fundingboard to see when and where the funding board meets weekly. You can expect your presentation to be 10 to 30 minutes after the meeting start time, depending on how many SO's are asking for funding that day.

I missed the five week deadline. Can I still apply?

Yes, you may. Keep in mind, though, that this will likely make the committee more hesitant to fund your event. Additionally, there may be more hoops to jump through, which the SO Funding Board chair will explain when and if they become pertinent.

Some part of my request requires a special exception. Can I still apply?

Again, yes. The SO Funding Board has several mechanisms at its disposal to grant exceptions if you can prove that your organization is extremely deserving of one.

Conference Registration

How much money can I request for a Conference Registration?

Each SO may request up to \$750.00 per semester. "Per semester" is determined by when the conference takes place, not by when you submit your request.

Will ASUW fund any other part of my conference expenses?

No. Conference Registration is only for conference registrations.

Competition Registration

How much money can I request for a Competition Registration?

Each SO may request up to \$1,250 per semester. "Per semester" is determined by when the competition takes place, not by when you submit your request.

Will ASUW fund any other part of my competition expenses?

No. Competition Registration is only for monetary fees or physical materials for the competition.

Where can I find Conference and/or Competition Registration forms?

You can pick them up in the ASUW office, located in the basement of the Union, room 020. Or you can email asuwgov@uwyo.edu.

Event Funding

How much can I request for Event Funding?

There is no limit on how much you can request for event funding. Keep in mind, however, that there are several limitations on funding (addressed later in this document.)

Do I need outside funding?

For requests below \$5,000, you must be able to demonstrate to the SO Funding Board that you have, at the bare minimum, sought outside funding. The presence of outside funding generally makes the SO Funding Board more amicable to your request.

If your request is over \$5,000, you must prove that you have or will receive outside funding (see below for further information.)

My SO is requesting less than \$1,000 for our event. What does that process look like?

SO's must show up to funding board to request their amount and give a presentation about the event. SO Funding Board will then decide whether or not to approve your request. If approved, Contact the

ASUW Director of Finance and Student Orgs at asuwexc7@uwyo.edu or the ASUW Accountant, Shelly Schaefer at sschaef@uwyo.edu regarding the next steps in accessing your funds.

My SO is requesting more than \$3,500. What does that process look like?

If you are requesting funds greater than \$3,500, you must provide matching funds to your request. If your SO wishes to exceed \$3,500 of unmatched funds, the SO must provide documentation of non-ASUW matching funds of at least 15% for the amount exceeding \$3,500.

If SO Funding Board approves your request for a total of more than \$3,500, your request will require final approval from the full ASUW Senate. You (or someone from your organization) must attend ASUW Senate the day after your presentation (discussed above.) The Senate process is largely the same as with SO Funding Board; at some point in the evening, you will present (this can be the same presentation you gave to SO Funding Board,) the chair of the SO Funding Board will explain the committee's decision to the Senate, the Senators may ask you questions, and then debate will occur. At the end of debate, the Senate will vote, and you will know whether or not your request was approved on the spot!

When does Senate meet?

Senate meets at 7:00pm on Tuesdays.

Do I need a formal presentation for the Senate?

No you do not. Just be familiar with your event and your budget. Be prepared to answer questions any the senators may have regarding your event, budget, etc.

Will I have to wait around for a while?

Yes. Typically, the Senate reaches SO Funding Board requests after about 30 minutes of business (so, about 7:30pm). Keep in mind, however, that the Senate can move much faster some nights, and your request may come up well before then, so it's advisable to be at Senate when it starts (feel free to bring homework or a book to read).

After SO Funding Board/Senate

After being approved, how do I access my funds?

Contact the ASUW Director of Finance and Student Orgs at asuwexc7@uwyo.edu or the ASUW Accountant, Shelly Schaefer at sschaef@uwyo.edu. Both of these individuals are also available in person at the ASUW office in the basement of the Union, room 020.

RSO Funding Board denied my request entirely! What can I do?

If your request is denied outright, there is an appeal process outlined in the Finance Policy that you may utilize. This will be explained to you by the SO Funding Board chair and the ASUW Director of Finance and Student Orgs.

SO Funding Board cut out an important part of our budget, but forwarded it on to Senate mostly intact. What can I do?

Contact your college Senators and ask them to make an amendment during the debate to put the removed item back into your budget. You can figure out who your college Senators are by visiting uwyo.edu/asuw/asuw-representatives/legislative/index

The full Senate denied my request outright! What can I do?

Again, there is an appeal process that you may utilize. Contact the SO Funding Board chair or the ASUW Director of Finance and Student Orgs for further explanation

We have had our event; now what?

Be sure to complete and SO Event Self-Evaluation form, which can be located on the SO Funding Board portion of the ASUW website. This will help future SO Funding Boards when assessing future requests.