The ASUW Funding Board is a standing committee of ASUW and provides funding to RSOs for programming and conference registration fees. See the ASUW Finance Policy for specific funding guidelines.

General Guidelines

The following considerations will be evaluated for funding requests made to ASUW:

- Number of student attendees
- General value
- Outside Funding – This is an extremely important considering for the RSO Funding Board and Senate. Failure to include outside funding options may result in denial of ASUW Funds.
- Prior year events

An RSO can be awarded up to $5,000 per semester. RSOs may request an amount over $5,000 but any dollar amount of the $5,000 cap requires a 30% match from outside funding.

The RSO Funding Board reserves the right of imposing a $100 sanction on an RSO who was found to significantly violate the provision of the ASUW Finance Policy.

ASUW Student Government

Room 020, Wyoming Union
Department 3625
1000 E. University Ave.

Phone: (307) 766-5204
Fax: (307) 766 - 3762
E-mail: asuwexc7@uwyo.edu
www.uwyo.edu/asuw
**Accessing Funding Board Applications**

**Programming Applications**

- You must submit an event on CollegiateLink 5 week prior to your event.
- The ASUW Funding Board will schedule a time for the RSO to present its request at the committee meeting on Mondays from 2:30-4:00.
- The board will (1) approve the request in its original form, (2) approve the request with changes, (3) deny funding completely.
- Events less than $1,000 can be approved by the RSO Funding Board.
- If the amount is more than $1,000 the request will go to the ASUW Senate for final approval. The RSO is required to get final approval from the ASUW Senate that meets Tuesdays at 7 pm.
- If the request is approved, a representative of the funded RSO must contract the ASUW Associate Director of Finance to access funding
- ASUW will not fund events where alcohol is being served.

**Conference Registration Applications**

- Applications for conference registration can be found on the ASUW website or picked up from the ASUW Business Office.
- Completed applications are due at 5pm on Monday
- ASUW may provide conference registration monies not exceeding $500 per RSO, per semester, based on conference date.

**Accessing Funding**

The first step to access funding is to contact the ASUW Associate Director of Finance (asuwexc7@uwyo.edu, or (307)766-5204)

- It is recommended that the RSO make purchases with an ASUW Voucher.
- Online purchases can be made in the ASUW Business Office
- Reimbursements can be made, but this is a three week process.

**Still have questions?**

Contact the ASUW Assistant Director of Finance (307) 766-5204  
asuwexc7@uwyo.edu

**Event Planning**

Your RSO must attend an Event Planning Session in order to apply for ASUW Funding. The dates for these sessions can be found on the CAC Website.

For questions concerning event planning, please contact the Campus Activities Center at 307) 766-6340 or at cac@uwyo.edu

**Timeline**

RSOs must have all approvals in CollegiateLink by 5pm on Monday in order to present to Funding Board the following Week.

All Applications must be submitted 5 weeks in advanced.

**Evaluation**

RSOs receiving program funding from the RSO Funding Board must fill out an evaluation form with the Associate Director of Finance and submit all receipts pertaining ASUW Funding. The RSO has 30 days to the RSO Self Evaluation form and all receipts. Failure to do so may affect future funding requests.

**Contracts**

If RSOs funding request is approved and the program requires a contractual agreement with a speaker or performer, the proper paperwork must be complete in the Campus Activities Center as soon as possible at (307) 766-6340 or cac@uwyo.edu