**SENATE BILL #2610**

**TITLE:** Changes to the Finance Policy Pertaining to Tangible Prizes

**DATE INTRODUCED:** March 20, 2018

**AUTHOR:** Senator DeLany

**SPONSORS:** Director of RSO Relations Hancey-Klingler, SAL Mena, Senator Means, Mulhall, Westlake

1. WHEREAS, the Mission of the Associated Students of the University of Wyoming (ASUW)
2. Student Government is to serve our fellow students through accurate representation; and,
3. WHEREAS, many Registered Student Organizations (RSOs) receive funding from ASUW
4. to sponsor events; and,
5. WHEREAS, RSOs cannot currently use ASUW money to fund prizes at any events they
6. plan; and,
7. WHEREAS, many RSOs feel it would be beneficial to have student planned events to be
8. able to use student fee money to have tangible rewards at their events; and,
9. WHEREAS, these RSOs do not expect to give out monetary rewards, but rather tangible,
10. physical prizes; and,
11. WHEREAS, other campus events through the Campus Activity Center have successfully
12. been able to distribute prizes at their events; and,
13. WHEREAS, the ASUW fully supports RSOs planning events with student fees and
14. acknowledges that prizes could successfully draw more students to ASUW funded, RSO
15. planned events;
16. THEREFORE, be it enacted by the Associated Students of the University of Wyoming
17. (ASUW) Student Government supports the changes outlined in Addendum A.
18. THEREFORE, be it enacted that this legislation take effect immediately.

**Referred to**: Budget and Planning

**Date of Passage: Signed:**

**(ASUW Chairperson)**

**“Being enacted on , I do hereby sign my name hereto and**

**approve this Senate action.”**

**ASUW President**

**Addendum A**

**Article III. ASUW RSO Funding Board**

* 1. Rules for RSOs using ASUW Funding:
     1. If an event is not completed within two weeks of the date specified by the requesting RSO, funding shall be rescinded unless the RSO Funding Board approves an extension.
     2. Each RSO may be awarded up to $10,000.00 from the RSO Funding Board per fiscal year. Once an RSO is awarded $5,000.00 in a single fiscal year, they may not apply for any additional events/programming
     3. Each RSO may be awarded up to $3,500.00 of unmatched funds from the RSO Funding Board per fiscal year. If an RSO wishes to exceed $3,500.00 of unmatched funds, the RSO must provide documentation of non-ASUW matching funds of at least 15% for the amount exceeding $3,500.00.
     4. RSOs receiving allocations of ASUW funds shall use them in accordance with their itemized requests and any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate. Any changes made to an approved request must be reconsidered and approved by the RSO Funding Board prior to their use.
     5. ASUW RSO Funding Board Funds may not be used for:
        1. Donations;
        2. Monetary gifts;
        3. Purchase of fresh flowers (artificial flowers are allowed);
        4. Purchase of Alcohol;
        5. Events held at establishments whose primary source of revenue is through the sale of alcohol;
        6. Room fees for off-campus events;
        7. Service fees for off-campus events;
        8. Normal operating expenses;
        9. Membership dues;
        10. Organizational publications;
        11. Expenses for funerals;
        12. Personal memberships in social, professional, or fraternal organizations unless the membership is required by specific job descriptions;
        13. Expenses related to social events for retiring employees;
        14. Expenses for refreshments for employee or guest consumption unless directly related to a university business purpose;
        15. Purchase of appliances for preservation, preparation or conditioning of food productions for employee consumption.
     6. Tangible Prizes:
        1. For total funding requests of up to and including $100, not more than 10% of the funds can be used to purchase prizes.
        2. For total funding exceeding $100, no more than 15% of the funding can be used for prizes.
        3. The RSO may not use more than $500 of ASUW funding for tangible prizes.
        4. The RSO may not purchase gift cards other than gift cards to the University Store.
        5. The RSO will be responsible for the prize recipient filling out the prize acceptance form for items over $5.00 in value.
     7. Decorations:
        1. For total funding requests of up to and including $100.00, no more than 10% of the funds awarded may be used for decorations.
        2. For total funding requests exceeding $100.00, no more than 15% of the funds awarded may be used for decorations.
        3. Written department or ASUW approval of a place of storage will be required for any purchase of decorations exceeding $100.00.
     8. Lodging and meals:
        1. The RSO Funding board shall follow the allocation table below to determine allocations for speakers and entertainers’ lodging, meals, and catering expenses for student events. Exceptions to this policy may be considered by the RSO Funding Board and must be sent to the ASUW Senate for final approval.

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| --- | --- | --- |
| Lodging for speakers and entertainers | Lodging expenses will be paid up to the current University rate offered by Laramie-area hotels. | |
| Meals for speakers and entertainers | Maximum allowed:  $11 for breakfast  $12 for lunch  $23 for dinner | With tip allocation of an additional 18% to be determined from receipts. |
| Meals per expected students (including drinks, deserts, etc.) | Maximum allowed: | |
| Breakfast-$11/expected student\* | |
| Lunch-$12/expected student\* | |
| Dinner-$18/expected student\* | |
|  | **\*Costs associated with set-up, delivery, etc. will be considered separately from costs directly from food.** | |

* + - 1. Meal rates for speakers, special guests, and entertainers may reasonably increase to accommodate the needs of any specific situation/event. A special request must be made prior to the event, in writing, and subject to review and appeal as outlined.
         1. All RSOs, shall make their increase request to the RSO Funding Board. In the event of an increase being approved by RSO Funding Board for an RSO, the additional funds will come from the RSO Funding Board Budget.
         2. If the RSO Funding Board deny the increase, an appeal of decision may be considered by the ASUW Senate, following similar guidelines as outlined in this Finance Policy.
    1. If the event includes a speaker or performer a contractual agreement must be completed in the Campus Activities Center in a timely manner. The RSO Funding Board must approve the funding request before completion of the contract negotiations and the contract must be completed before the event occurs.
    2. RSOs requesting funds for movies, videos or film series must have the appropriate licenses and the approval of the Campus Activities Center (Activity Notification Form).
       1. Any videos purchased through ASUW become the property of ASUW and must be returned to ASUW immediately following the event.
       2. Videos purchased through ASUW will be donated to Coe Library for student checkout.