

## Accessing Funding

The first and most important step to access funding is to contact the ASUW Business Office (Room 020, Wyoming Union) and meet with Kristy Isaak.

- The RSO must use a Field Purchase Order (FPO) or an Interdepartmental Request (IDR) to make a purchase using ASUW funds. These forms are available through the ASUW Business Office
- Online purchases must be made in the ASUW Business Office
- RSOs must check restrictions for ASUW funding at Safeway, Wal-Mart, Staples, Dollar Tree

## Event Planning

- Make arrangements for food if serving refreshments or a meal at the event (catering)
- Begin advertising the event (ASUW logo)
- Make arrangements for lighting and sound (ASTEC)
- Finalize venue arrangements (Events Office)
- Event notification (CAC)

For questions concerning event planning, please contact the Campus Activities Center at 766-6340 or [cac@uwo.edu](mailto:cac@uwo.edu).

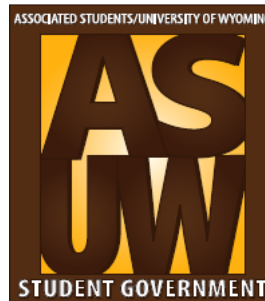
*If you still have questions...*



Contact the ASUW  
Director of Finance  
Faith Helton

766-5204

[asuwexc1@uwo.edu](mailto:asuwexc1@uwo.edu)

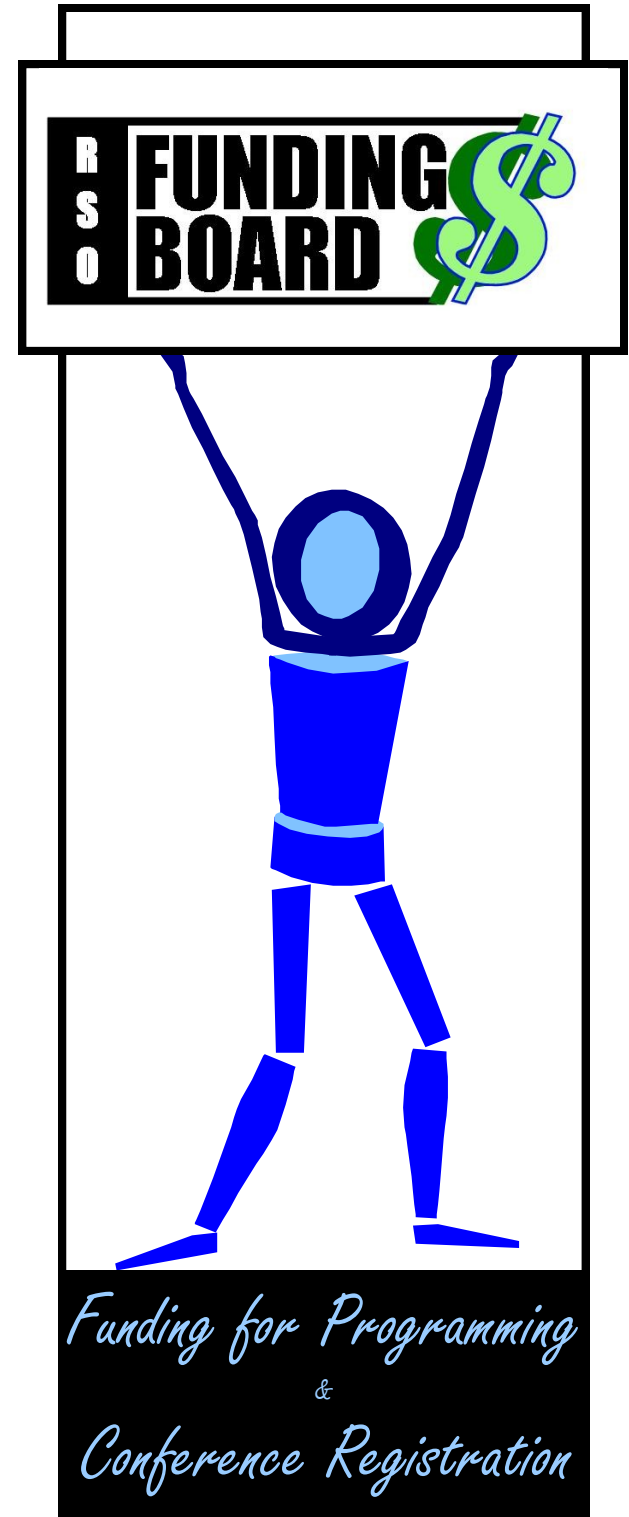


### ASUW Student Government

Room 020, Wyoming Union  
Department 3625  
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Laramie, Wyoming 82071

Phone: (307) 766-5204  
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[www.uwo.edu/asuw](http://www.uwo.edu/asuw)



The RSO Funding Board is a standing committee of ASUW and provides funding to Recognized Student Organizations (RSOs) for programming and conference registration fees.

See the ASUW Finance Policy for specific funding guidelines. The policy is available online at [www.uwyo.edu/asuw](http://www.uwyo.edu/asuw) and click on "Working Documents" tab.

## Process

1. Complete an Activities Notification Form from the Campus Activity Center, and have it reviewed and signed by a CAC representative.
2. Download an application from the "Working Documents" tab on the ASUW website: [www.uwyo.edu/asuw](http://www.uwyo.edu/asuw)
3. Complete the application and have it reviewed in the ASUW Business Office
4. Submit the request to the ASUW Office along with the signed CAC form.
5. The Director of Finance will schedule a time for the RSO to present its request and will notify the contact of your specific time.
6. The board will (1) approve the request in its original form, (2) approve it with amendments, or (3) deny funding
7. If the amount requested is less than \$1,000, the RSO will be notified of the decision within 24 hours
8. If the amount approved is more than \$1,000, the request will go to the ASUW Senate for final approval
9. If the request is approved, a representative of the funded RSO must contact the ASUW Business Office to access the funding



## General Guidelines

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

- number of students served
- general value and scope
- ASUW funding is available only to organizations that are registered as Recognized Student Organizations in the Campus Activities Center

## Programming Guidelines

In general, RSO-sponsored programs, events, and activities that are funded by ASUW must:

- be on campus and open to all students
- have a valid educational purpose
- not include alcohol or any illegal substance or related paraphernalia
- not be a charitable fundraising event
- not have the primary purpose of promoting or inhibiting a particular religious or political ideology
- not foster excessive entanglement between the University of Wyoming and a particular religious or political ideology

## Registration Guidelines

In general, RSO members attending conferences may receive funding from ASUW as follows:

- ASUW may provide conference registration monies not exceeding \$250 per RSO per semester
- ASUW cannot pay conference registrations for faculty members, advisors, or students not affiliated with an RSO
- ASUW cannot pay for travel, lodging, or food expenses associated with attending a conference

\*If charging at an event, revenue, not to exceed the amount of the ASUW allocation, must be returned to ASUW. The RSO may retain additional money earned.

## Timeline

RSOs must submit requests (step 4 at left) by Friday, 1:00 PM at least five weeks prior to the date of the event for which funding is requested. If the event requires a contract with a speaker or performer, the request should be submitted eight weeks prior to the event.

Funding is available for programming and conference registration throughout the academic year. However, organizations planning events in August, September, and October may request funding in the spring.

RSO Funding Board meets Tuesdays at 4 PM (Room 202, Wyoming Union). The Funding Board Chairperson will schedule a time for your RSO to present its request and will notify the contact person of the specific time. If request is over \$1000, please be ready to present to Senate following the Funding Board meeting on the same night.

## Contracts

If the RSOs funding request is approved and the program requires a contractual agreement, the proper paperwork must be completed in the Campus Activities Center (Room 012, Wyoming Union) as soon as possible.

Contact the Campus Activities Center at 766-6340 or [cac@uwyo.edu](mailto:cac@uwyo.edu).

## Evaluation

RSOs receiving program funding from the RSO Funding Board must file an evaluation form with the ASUW Director of Finance and submit all receipts pertaining ASUW funding. The RSO has 10 days to complete and submit the program evaluation and receipts. Failure to do so may affect the RSO's future RSO Funding Board Requests.

Evaluations are available from the Director of Finance.