

**SENATE BILL #1643**

**Title:** Career Exploration Assistance Fund

**Introduced:** September 26, 1989

**Thesis:** The ASUW Career Exploration Assistance Fund is a special ASUW account established through the UW Division of Development and Alumni Relations to provide students in every UW college with necessary funds to participate in a wide array of appropriate cocurricular and extracurricular internship opportunities.

**Authors:** Jim Jarrard and David Miller

**Sponsors:** Kristen Alleman, Suzanne Taheri, (Request permission from every 1989-1990 ASUW Senator)

**Executive Support:** Chris Spooner, Caitlin Long, Mark Litzau.

1. Whereas economic assistance is often required for UW students to
2. participate in internship and other cocurricular and extracurricular
3. work experience opportunities; whereas ASUW has instituted in a
4. cooperative effort with other University divisions an important Career
5. Exploration Opportunities Program to provide students with information
6. and counseling about internship opportunities; whereas a goal in
7. Agenda: 2000 emphasizes the need at UW to "provide an international
8. travel and study opportunity for at least 25 percent of UW
9. undergraduates. This includes the provision for scholarship assistance
10. for those students unable to participate otherwise;" whereas UW is an
11. important "bridge between a rural state and an increasingly-urban
12. world;" be it enacted by the Associated Students of the University of
13. Wyoming that: the self-supporting ASUW Career Exploration Assistance
14. Fund be established in cooperation and coordination with the UW
15. Division of Development and Alumni Relations. The fund shall be

16. managed by the ASUW Business Manager with direct supervision and  
17. administration vested during the 1989-1990 academic year with an ad-  
18. hoc ASUW committee, Career Exploration Assistance Board. Further be it  
19. enacted that: An amendment to the ASUW Constitution to establish the  
20. Career Exploration Assistance Board as a standing ASUW committee shall  
21. be appropriately included on the 1990 ASUW general election ballot.  
22. With the advice, consent, and assistance of the Executive and Legislative  
23. branches of ASUW, the Career Exploration Assistance Board shall  
24. organize and manage appropriate fundraisers during each  
25. academic year. All proceeds from those fundraisers shall be deposited  
26. in the Career Exploration Assistance Fund. A maximum of 50 percent of  
27. available Fund resources may be awarded during each fiscal year to help  
28. UW students pay necessary expenses for participation in appropriate  
29. cocurricular and extracurricular work experience opportunities. The  
30. following pages of the attached proposal are included in this  
31. legislation and will also become effective upon passage: pages 1  
32. through 4.

Referred to: Academic Affairs, Budget & Planning, Constitution, CEOP Bd.

Date of Passage: February 13, 1990

Signed: *Kristen Alleman*  
ASUW Senate Chairman

"Being enacted on Feb 19, 1990, I do hereby sign my name hereto and  
approve this Senate action." *David R. Miller*  
ASUW President

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ASUW Career Exploration Assistance Fund  
July, 1989

FOREWARD

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Students of Wyoming's only University are confronted with increasing economic challenges to gain the knowledge necessary for higher achievement. As acceptable lines for gainful employment for college graduates grow longer and more competitive, UW students must take steps to gain cocurricular and extracurricular work experience. As proposals to increase tuition and fees at UW continue to be considered by administrators and trustees, UW students must have economic assistance available to them in order to participate in internship and other necessary and appropriate work experience opportunities. As a widely-supported Career Exploration Opportunities Program to provide information and counseling about internship opportunities to students gets underway, the time is right for ASUW and the UW division of Development and Alumni Relations to establish an important fund to assist students in their appropriate cocurricular and extracurricular endeavors.

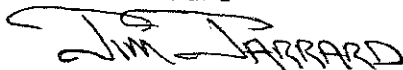
Members of UW's Centennial Committee made an excellent point when they wrote that the University of Wyoming is an important "bridge between a rural state and an increasingly-urban world...UW is not only a place where students explore and master a specialized body of knowledge, but also a community where students prepare for many jobs and for a life which values intellect, skill, and knowledge both within and beyond the workplace."

Although it is most convenient for UW students to enhance the excellent educations they receive at UW with in-state, cocurricular and extracurricular work experiences, sometimes it is necessary for students to travel across that long bridge to distant places throughout the country and around the world. For many UW students to participate, appropriate economic assistance must be available.

With that in mind, ASUW officers for the academic year 1989-1990 offer this proposal as necessary support for student involvement with the Career Exploration Opportunities Program and other similar programs in UW colleges. This proposal is designed to provide students in every college at UW with funds to help them pay expenses necessary for participation in appropriate cocurricular and extracurricular work experiences -- and is consistent with University goals outlined in Agenda: 2000.

We believe that with active participation by students, the self-supporting ASUW Career Exploration Assistance Fund will be a positive addition to a new beginning for Wyoming and Wyoming's University -- an additional effort to establish important links between UW students and "an increasingly-urban world."

Jim Jarrard



ASUW Senator-At-Large, 1988-1989

David Miller



ASUW President, 1989-1990

**I. OVERVIEW OF ASUW'S ROLE  
Administration and Funding**

The ASUW Career Exploration Assistance Fund is a special ASUW account established in cooperation and in coordination with the UW Division of Development and Alumni Relations. The fund is designed to be self-supporting (not requiring allocations from student fees) to provide necessary funds for UW students who choose to participate in cocurricular and extracurricular internship and other work experience opportunities.

The Fund is designed to provide strong support for continued development and expansion of the ASUW Career Exploration Opportunities Program, ~~and is set up to provide ASUW officers and other UW students with valuable professional experience in the organization of and participation in major fundraising events.~~ The ASUW Career Exploration Assistance Fund will be a complimentary component of individual college internship placement programs and will also work to meet important goals outlined in Agenda: 2000.

## II. ADMINISTRATION

Membership of ASUW Career Exploration Assistance Board:

Voting: ASUW Internal Executive (chairman)  
ASUW External Executive (vice chairman)  
ASUW Vice President (or student-at-large designate)  
ASUW Senator (appointed by ASUW Vice President)  
ASUW President Pro-tempore  
UW Vice President of Development and Alumni Relations  
Career Exploration Opportunities Program Coordinator

Ex-officio: ASUW Business Manager  
ASUW Advisor  
Freshman Council President

\*Immediately following passage of this legislation, the first meeting of the Board will be scheduled. At that meeting, the Board will establish explicit, strict, written guidelines relevant to award procedures and other important matters.

\*Board members will conduct meetings under the guidelines of Robert's Rules of Order.

\*The Board should meet at least once each month during the academic year.

\*During fall and spring terms, decisions shall be made by majority vote of the entire Board. Attendance at Board meetings is mandatory.

\*During summer and vacation periods, decisions to award funds, etc. may be made by unanimous vote of ASUW President, ASUW Vice President, CEOP Coordinator, and UW Vice President of Development and Alumni Relations (or designate).

\*Appropriate explanations of all decisions made during summer months will be available to ASUW Senators and other officers upon request.

### III. FUNDING

\*A minimum of two **major** fundraisers shall be held each academic year. All funds generated (minus expenses) shall be deposited in the Career Exploration Assistance Fund.

\*The Career Exploration Assistance Fund shall not be used in any way for any purpose except to help fund career exploration opportunities for UW students.

\*Awards from the Fund shall be based on "need" and "merit" of internship and projected expenses of each applicant. The Board shall provide written working definitions of these emphasized terms.

\*At no time shall funds be directly available to award recipients. Guidelines pertaining to possible reimbursements to internship participants shall be established in writing, and such awards shall be limited only to major and absolutely necessary expenditures by participants.

\*Necessary expenses shall be documented from recipients' landlords, airlines, etc. (preferably prior to departure for internship destination.) Vouchers to cover necessary expenses shall be sent directly to recipients' landlords, airlines, etc. by the ASUW Business Manager at the discretion and with explicit direction from the Career Exploration Assistance Board.

\*Groups including President's Council, Freshman Council, fraternities, sororities, honoraries, residence hall groups, and other groups shall be encouraged by ASUW officers to participate in fundraising activities relevant to the Career Exploration Assistance Fund.

\*Fundraising events may include phone-a-thons to solicit funds from UW alumni who were active in ASUW Student Government.

\*Because student fees are not used for the Career Exploration Assistance Fund, funds in that special account shall not be subject to requirements to revert unused ASUW funds to the ASUW Reserve Account at the end of each fiscal year.

\*All overhead expenses to organize fundraisers (i.e. concert expenses and other expenses) which exceed or are expected to exceed 20 percent of Fund balance must be approved by 2/3 vote of Career Exploration Assistance Board **and** 2/3 roll-call vote of ASUW Senate prior to transfer of funds or signing of any legally-binding documents.

\*At the final meeting of each ASUW administration, the ASUW Business Manager shall make available to ASUW officers and officers in the UW Division of Development and Alumni Relations a report outlining debits and credits relating to the Career Exploration Assistance Fund during that year.

#### IV. GENERAL GUIDELINES

\*Secretarial and other necessary support services will be provided by ASUW Secretary in cooperation with UW Development and Alumni Relations personnel, when appropriate.

\*All full-fee-paying UW students who are confirmed finalists or have been chosen for participation in internship and other appropriate cocurricular and extracurricular work experience opportunities are eligible for Career Exploration Assistance Fund awards.

\*The Board is charged with instituting any other stipulations and regulations to effectively administer this Fund.

\*The Board chairman shall provide a written agenda for Board decisions prior to each meeting, and that agenda will be available for public inspection in the ASUW executive and senate offices.

\*ASUW space in the Branding Iron shall be utilized to publicize the names of major donors to the Fund and that space will also be used to appropriately publicize (with permission) the names of internship participants/award recipients and positive information relevant to their internship experiences.

\*When the Fund is established and functional, notice of availability of the ASUW Career Exploration Assistance Fund shall be encouraged for inclusion in Career Exploration Opportunities Program brochures, posters, etc.

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