



# RSO Funding Board FAQ

Welcome! This is an informal document designed to help you better understand the RSO 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 the Director of RSO Relations at [asuwexc7@uwyo.edu](mailto:asuwexc7@uwyo.edu)

## In General

### ***How do I get funding from ASUW?***

ASUW allocates funds to RSOs from the RSO Funding Board. The RSO Funding Board has two different funding sources for RSOs to utilize. Conference Registration requests allow RSOs to ask for money to cover the expense of registering for a conference. These forms can be found online or in the ASUW office

RSO Funding Board also has funds available for event funding. When you are registering an event for your RSO through UW Connect, 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 RSO 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 specific 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 RSO Funding Board meet?

Monday afternoons at 3:00. You can expect your presentation time to fall anywhere between 3:10 and 4:00 in the afternoon, sometimes even later than that.

### ***I missed the 5-week deadline. Can I still apply?***

As stated in the Finance Policy, if your event is less than \$3,500, the RSO Funding Board can make exceptions if they see fit to do so. If your event exceeds \$3,500, there are no exceptions for the 5-week deadline and you must reschedule your event for a later date.

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

Again, yes. The RSO 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 RSO may request up to \$500.00 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.

## Event Funding

### ***How much can I request for Event Funding?***

There is a \$10,000 cap 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 \$3,500, you must be able to demonstrate to the RSO Funding Board that you have, at the bare minimum, sought outside funding. The presence of outside funding generally makes the RSO Funding Board more amicable to your request.

If your request is over \$3,500, you must prove that you have or will receive outside funding (see below for further information.)

### ***My RSO is requesting more than \$1,000***

If RSO Funding Board approves your request for a total of more than \$1,000, 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 RSO Funding Board; at some point in the evening, you will present (this can be the same presentation you gave to RSO Funding Board,) the chair of the RSO 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!

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

In addition to what's included in the previous answer, you must provide matching funds to your request. You must provide 15% of every dollar you have requested above \$3,500. So, if you requested \$5,000, you are \$1,500 over \$3,500, so you must provide \$225 dollars of outside funds.

If your single event exceeds \$5,000 you may not come back to Funding Board for future events.

### ***When does the Senate meet?***

Senate meets at 7:00 pm on Tuesdays.

### ***Do I need a formal presentation for the Senate?***

No, you do not. Just be familiar with your event and your budget.

### ***Will I have to wait around for a while?***

Yes. Typically, the Senate reaches RSO Funding Board requests after about an hour of business (so, about 8:00 pm.) 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 RSO Funding Board/Senate**

### ***After being approved, how do I access my funds?***

The ASUW Director of RSO Relations will email you and set up a time where you can come in and begin the funding process.

### ***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 RSO Funding Board chair or the ASUW Director of RSO Relations.

### ***RSO Funding Board cut out an important part of our budgeted, 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.

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

Again, there is an appeal process that you may utilize. Contact the RSO Funding Board chair or the ASUW Director of RSO Relations

### ***We've had our event; now what?***

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

If you have further questions, feel free to contact the Director of RSO Relations at [asuwexc7@uwyo.edu](mailto:asuwexc7@uwyo.edu), or stop by the ASUW Office.

**Failure to comply with any provisions of this Section may result in the loss of funding. . If an RSO is to violate any of the ASUW Finance Policy or any additional stipulations placed on the allocations by the RSO Funding Board and/or the ASUW Senate, it may be suspended from applying for funding in the future.**