

Looking to Request ASWU Funds?

Once your student organization has established a need for a purchase, whether it be an event or for regular club functions, you may request money from ASWU. ASWU funds requests using the mandatory student fees following the guidelines laid out in the [ASWU Funding Precedents](#).

Please review these precedents before submitting a request to ensure the best chance of any request being funded. Please note ASWU does hold the jurisdiction and discretion to fund outside or against these funding precedents when deemed necessary by the Senate. ASWU funding can be requested in any of three rounds each semester (Spring or Fall round 1, Spring or fall round 2, and Pre Fall or Pre Spring). The exact dates of these rounds will be sent out by the sitting treasurer at the beginning of each semester. Each funding round shall last a week and budget request forms will be sent out via email by the sitting treasurer at the beginning of each round.

What the Process looks like for you:

1. Your student organization meets all the requirements to receive funding. This includes the following:
 - a. Attending a Student Organization Orientation
 - b. Attending an Anti-Racism training
 - c. Having an active Anti-Racism plan submitted to ASWU.
2. Wait for a funding round to open and for a request form to be sent out via email. If you forget when the funding rounds take place, email the sitting ASWU Treasurer.
3. Once a funding round has opened and a form has been sent out, fill it out during the week-long funding round and submit it to be reviewed by the senate. Please reference the [ASWU Funding Precedents](#) when making requests. In the form, please include specific items, links, costs, descriptions, storage solutions, and reasonings for any and all items requested. **The more descriptive you are the better.**
4. Please also include the Precedent where ASWU will fund items of such items to help show where these items have been approved in the past.
5. Once your request has been submitted, **watch your email.** ASWU may have questions in regards to your request that will be asked over email. Answering these questions in a timely manner before ASWU meets to vote on your request can increase your chances of receiving funding.
6. ASWU will meet the Thursday after the funding round closes to discuss and vote on all organizations requests. You are welcome to attend this meeting, email any member of the ASWU executive committee for location and time information.
7. After the Senate has voted you will receive an email with a link to a spreadsheet with information about your student organizations allocation. If your request was denied or reduced, please contact the ASWU treasurer with any questions.
8. Once you have been approved and allocated a certain amount of money (as outlined in the sent out spreadsheet) you are free to move on and [spend your money](#). Please note that this money may take a while to show up in your student organizations General Ledger as money moves slow. You are still free to spend your approved money in any of

the approved ways before the money physically shows up in your student organizations ASWU account.

9. You're done! Never be afraid to reach out to student activities at <student-activities> or the sitting ASWU treasurer with any additional questions you may have.