



ALLOCATIONS PACKET Spring 2022

Western Student Association Allocations Commission

wsa-vpallocations@wmich.edu

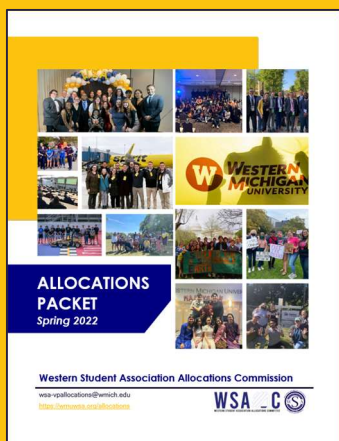
<https://wmuwsa.org/allocations>



PACKET | COVER RATIONALE

The Western Student Association Allocations Commission, hereinafter referred to as WSAAC, has developed this packet in an attempt to maximize transparency, accountability, and equity in the Western Student Association's Allocations processes. As exemplified through this packet, the WSAAC has consolidated financial statements for the Fall 2021 semester, identified the need for a reform plan, and has consequently outlined a detailed yet comprehensive allocations process for current and future iterations of the WSAAC.

The Western Student Association, hereinafter referred to as WSA, and the WSAAC have jointly agreed that this packet is a monumental step in maintaining change as it relates to the operations of our student government. Perhaps most importantly, both parties are confident that this packet will provide endless opportunities for future administrations to bring about ample change in both WSA and Western Michigan University, hereinafter referred to as WMU.



Furthermore, the WSAAC has intentionally designed the front cover to incorporate symbolism for the Commission's mere existence: students. By featuring Registered Student Organizations, hereinafter referred to as RSOs, the WSAAC is able to reaffirm its empowerment and service through the facilitation of the allocations process to all students on campus.

From top left to bottom right, the cover features the following RSOs: Western Student Association, Indian Student Association, National Gay Pilots Association (WMU Chapter), Criminal Justice Student Association, American Association of Airport Executives (WMU Chapter), Cru, Formula Society of Automotive Executives (WMU Chapter), Persian Student Organization, Students for a Sustainable Earth, College Democrats, Malaysian Student Association, and FOCUS Kalamazoo.

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MESSAGE FROM WSA PRESIDENT

Hello!

My name is Alexis M. Morris (she/her/hers) and I currently serve as the President of the Western Student Association. It is an honor to serve as your Student Body President and I am so glad that you are considering going through the Allocations process with us! Whether this is your organization's first or hundredth time attempting to receive funding, thank you for choosing to embolden your work in such a meaningful way. You truly make a difference on this campus and I am personally looking forward to seeing the results of your efforts in the coming weeks.



As a long-time student leader on this campus, I understand the importance and necessity of a smooth allocations process. Even prior to my campaign's unveiling in February 2021, I have long identified the WSA Allocations process as the utmost priority for reformation and overhaul. Thus, upon my confirmation, I proudly nominated Narendaran Mageswaran for the position of Vice President for Allocations... and the rest is history!

Within this packet, you will find resources and information about the Allocations process. From A to Z, I am confident that the WSAAC team - led by VP Mageswaran - will be able to answer any and all questions you may have about the process. If there is anything that I, or a member of the WSAAC team, can do to better your experience throughout this process - please feel free to reach out via email (wsa-president@wmich.edu). Best of luck in your endeavors and I look forward to seeing your investment in this process come to life!

With Bronco Pride,

Alexis M. Morris
100th WSA President

JOINT-MESSAGE FROM WSAAC CHAIR & VICE-CHAIR



Dear Broncos,

First and foremost, we would like to extend our utmost gratitude to our wonderful commission members, WSA Leadership, and the Office of Student Engagement for all the hard work and dedication that has been invested in our commission through the past year. Our journey with “**Project RESET**” could not have been a success if not for all of them. It truly has been an exhilarating ride, manoeuvring through a tumultuous pandemic, yet not failing to plant a seed for the future. For all of us at the WSA, the academic year of 2021-2022 marks a very significant milestone as we approach the centennial mark. Throughout the years, the Western Student Association Allocations Commission has been an integral part of the Western Student Association in dealing with various adversity on our campus. The WSAAC has also funded thousands of events and conferences around campus for over 40 years and has been the primary avenue for Registered Student Organizations at Western Michigan University to receive funding.

Moving forward, we hope that the reform in the system that we have implemented today will establish a high level of efficiency which will allow student leaders around campus to access the funds they need in a more impactful manner. At the core, we as the WSAAC are passionate about empowering students through the work we do. We want our Broncos to be able to pursue their dreams and innovation, hence, we created the Bronco Funding which makes funds accessible to everyone and not just RSOs. This is a huge step forward as we start to recognize

ideas and innovation and support their journey. Besides that, establishing our presence on a virtual platform has been a large milestone. We hope to increase the engagement of the WSAAC with our fellow Broncos to allow better flow of information as well as increase our quality through better questions and feedback mechanisms. Last but not least, we would like to set an example for other agencies to increase transparency in the work we do. We would start disclosing internal and external budgets, establishing a large coding system that will allow policymakers in the future to make more synthesized decisions.

Ultimately, we are hopeful that our successors will continue our effort in the creation of a healthy ecosystem of contribution and participation among our Broncos through the allocations process as we have envisioned for the future. We want to make sure that our agency will act as a catalyst to support the success of student life here at Western Michigan University. We at Western Student Association Allocations Commission take pride in our work.

With Bronco pride,

Narenderan Mageswaran & Cheng Kidd Sun
Commission Chair & Vice-Chair

ABOUT US

The Western Student Association Allocations Commission (WSAAC) allocates a portion of the funds collected through the Student Assessment Fee (SAF) to qualified RSOs on-campus that submit funding proposals and complete the allocations process.

Vision, Mission, Core Values

Vision

The vision of WSAAC is to advocate a healthy ecosystem of contribution and participation towards the Western Michigan University community by helping to remove financial burden and provide equitable financial support and resources for the registered student organization at Western Michigan University in order to organize events, conferences and make efforts on uplifting the surrounding community a success. WSAAC looks forward to supporting sustainability through our policies and reforms while celebrating the richness of diversity and inclusion through our advocacies.

Mission

The mission of the WSAAC is to efficiently allocate funding to Registered Student Organizations (RSOs) at Western Michigan University to promote campus involvement.

Core Values

Transparency

We believe in transparency by disclosing the internal and external details of budgets and funding allocated for the year.

Empowerment & Equity

We act as a catalyst to empower more people to materialize ideas into reality by providing equitable assistance to those in need.

Passionate

We are passionate about our job and will go out of our way to make it a success.

Innovative

We are constantly striving to work creatively for better and streamlined processes.

Strategic Focus

Reduce Misallocations of Funds

- We aim to reduce the misallocations of funds through the creation of databases which enables us to conduct analyses that will help us better understand the money flowing channel.

Continuous Improvement

- The WSAAC continuously adapts to the changes and needs of Registered Student Organizations to be able to allocate funding and resources in an impactful way.

Expand the Presence of WSA

- As the funding agency of the Western Student Association, the WSAAC will expand its presence through social media and advertisement to be an integral part of the community.

Integrity

- The WSAAC consists of committee members that uphold high moral and ethical principles toward their responsibilities.

Transparency and Information Procurement

- The WSAAC is transparent in disclosing our financial reports internally and externally as well as providing access to the WSAAC by-laws and required documents such as the toolkit and the WSAAC- packet to the public.

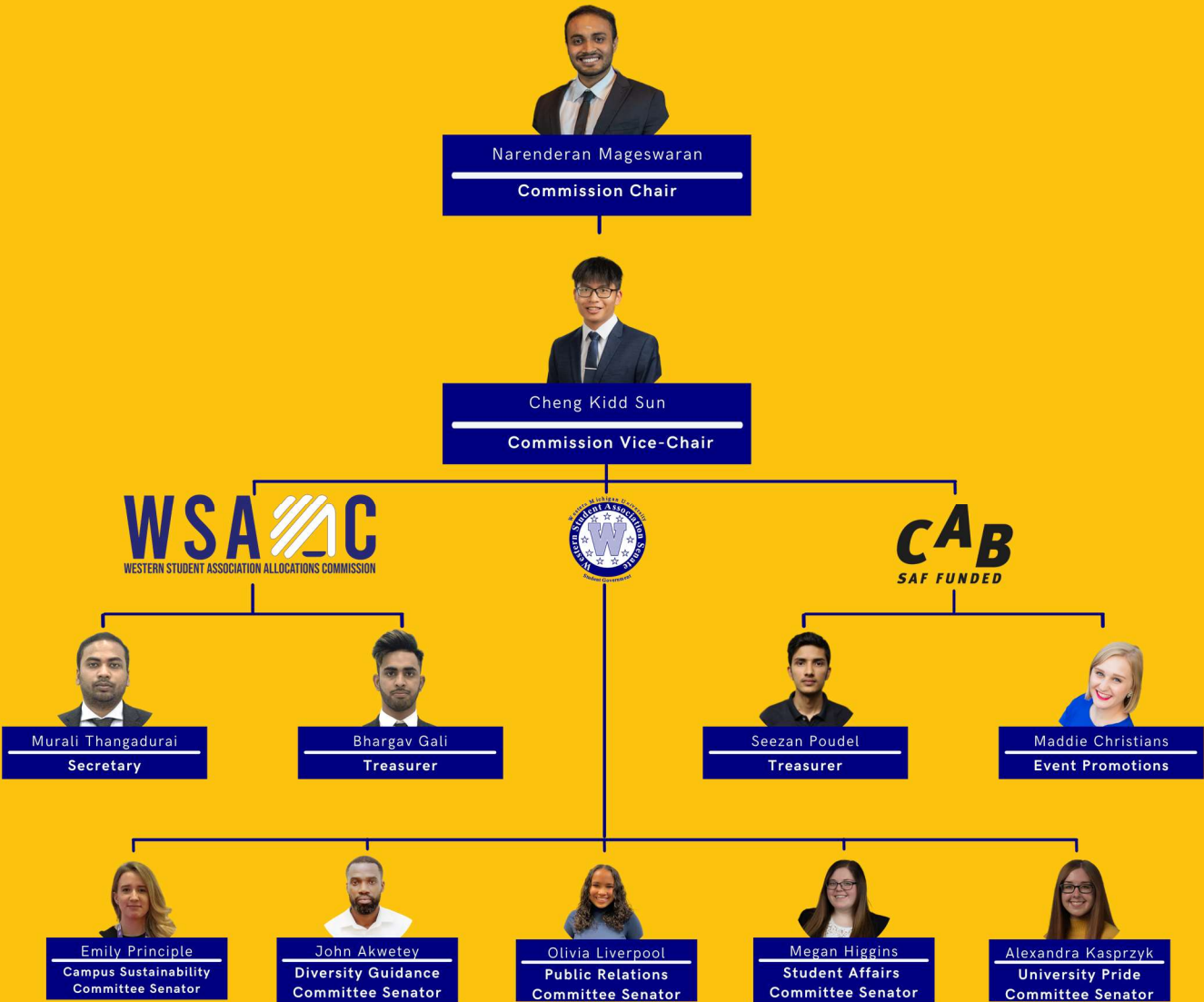
Quality Assurance

- We are very responsive to feedback and continuously review our work ethic and learn from our mistakes, hence applying the lesson learnt as we progress further.

Sustainability

- The WSAAC is dedicated to advocating for a more healthier environment through our enacted policies.

Organizational Structure



OUR WORK

Our Approach

The allocation process has long been a complicated process largely stemming from the fragmented information provided by the WSAAC and the Office of Student Engagement (OSE). Information for the application to register an RSO, submit a funding application, or receive funding, all came separately from the two agencies. We noticed that many RSO representatives were confused and frustrated with the allocation process as it is not only complicated and lengthy but also incohesive and unfriendly. Thus, this packet serves to address that matter by providing all relevant information regarding the allocation process in a single document. We carefully crafted this packet from the perspective of the applicant.

While providing a comprehensive and detailed allocation process is a positive approach in servicing our constituents, we acknowledge many RSOs do not know the existence of this agency. This is a phenomenon due to the impact of the COVID-19 pandemic on students as they become increasingly disconnected from the campus. Therefore, we explored avenues to engage with RSOs and students by launching our own social media platforms.

As an agency that is responsible for hundreds of thousands of dollars, we believe that we should be accountable and transparent with our work, as previous administrations have never done so. In line with our strategic commitments, we will be releasing all our financial statements periodically to all WMU students.

As such, we have developed a plan titled “Project RESET” to further consolidate our approaches into a cohesive and coherent thought process.

Project RESET – At a glance

Introduced in October 2021, Project RESET is a comprehensive reform plan to establish the Commission as a credible, efficient, and effective agency of the student government body. This plan is composed of five pillars namely Reform, Empower, Sustainability, Engagement, and Transparency. Under the leadership of President Alexis Morris and Commission Chair Naren Mageswaren, Project RESET will transform this Commission into a vehicle of empowerment.

The COVID-19 pandemic outbreak has not only impaired student learning but also student activities. As we emerged out of the pandemic, students experienced difficulties adapting and adjusting to the new normal, as well as dissociated with activities on campus. More importantly, the lack of leadership experience of current leadership with pre-COVID practices models has caused to be rendered ineffective.

The Commission had first-hand experience on this post-pandemic impact on student activities and engagement. For instance, the Commission had difficulties finding students joining the Commission and student representatives were not aware of standard operating procedures and guidelines. The Commission acknowledges these difficulties and provides solutions to address them.

Reform

Our first effort is to change the Commission's organizational structure. Instead of having six Commission members from the student population, the new organizational structure would only have four Commission members, but it'll include senators from the Campus Sustainability Committee, University Pride Committee, Diversity Guidance Committee, Student Affairs Committee, and Public Relations Committee. This amendment expands the Commission from nine to eleven members with one senator from each committee.

On top of that, the Commission has taken substantial steps to amend and streamline the Commissions' Bylaws and Guidelines to increase readability, effectiveness, and facilitate the introduction of other policies and initiatives. The allocation process has also undergone many reforms by removing steps that were deemed as inefficient such as the Commission Chair reviewing all budget proposals before the deliberation.

Empower

WSA's vision, "Empowered students empowering students to make an impact together," is rooted in our core values. We believe that empowerment creates possibilities and opportunities. Thus, the Commission introduced a new type of funding to provide opportunities for ambitious and aspiring students to plan and organize events, instead of requiring them to join an RSO to do so. The new funding – Bronco Funding – allows students to apply up to \$5,000 per event and \$10,000 per academic year. This funding is explained in detail in Step 6 of the Allocation Process.

Sustainability

In line with WSA's commitments to making WMU more sustainable, the Commission has always been committed to introducing policies and initiatives to promote sustainability. In fact, the Commission has been consistent in ensuring our funds are allocated responsibly to items that promote sustainability.

Under Project RESET, however, we took a step further by reforming the Commission organizational structure by including a senator from the Campus Sustainability Committee. This addition will aid the Commission in providing a sustainability perspective during the deliberation process and ensure funds are allocated for sustainability causes. On top of that, the Commission has introduced the "Sustainability Exemption Policy," where the Commission can subsidize funds proposed by RSOs that meet sustainable goals. This policy is laid down in detail at Step 2 of the Allocation Process. This policy is a leap forward to achieve sustainable goals.

Engagement

Engagement will be a key aspect in Project RESET to revitalize the importance and presence of the student government in student lives. We believe that we serve a crucial role in stimulating student activities and involvement. Engagement, after all, will be Project RESET's barometer for success. Therefore, we're committed to establishing a larger presence through social media platforms in order to reach out and advocate more involvement among the campus community as well as the city of Kalamazoo besides actively updating our activities. We are also

committed to attending all relevant events that are funded by the Commission to express our support for our student community.

Transparency

As the Commission allocates about \$500,000 of SAF funds a year, we believe we should be held accountable and responsible. Under Project RESET, we will initiate transparency efforts by disclosing the Commission's budget and expenditure, as well as the breakdown and analysis of allocated funds on social media platforms and in our Allocation Packet. More importantly, data obtained from transparency initiatives will also play a significant role in facilitating future policymaking. We have created a large database that will account for every amount allocated through the SAF money.

Budget & Expenditures

The Western Student Association (WSA) has allocated \$1,500 to the Commission for its day-to-day operations for the Fall 2021 semester. The Commission has used \$7.94 for office supplies and \$160.38 for food, totalling \$168.32.

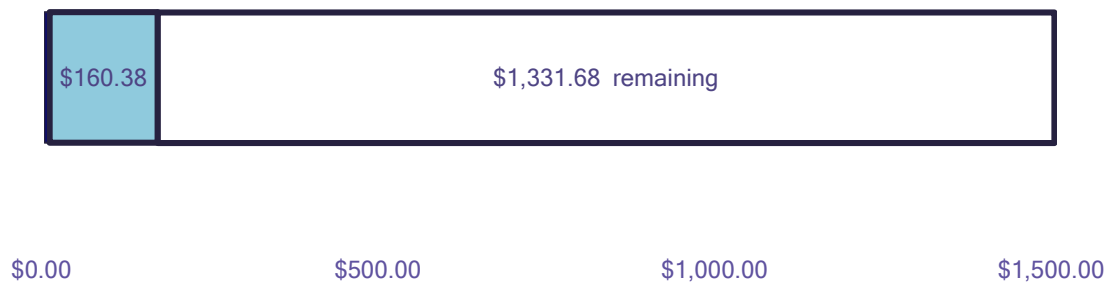


Figure 1: The WSAAC Budget and Expenditure in Fall 2021

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Deliberation Allocations

Under the leadership of Commission Chair Naren Mageswaren, the Commission oversaw 71 budget proposals from 42 RSOs from September, October, and November 2021 deliberations. Out of the 71 budget proposals, 10 of them were rejected due to violation of the WSAAC Bylaws and Guidelines. In other words, the budget approval rate is 85.92%, while only 14.74% of the total RSOs applied for funding (according to Experience WMU, there are 285 RSOs including Sports Council and Graduate Student RSOs).

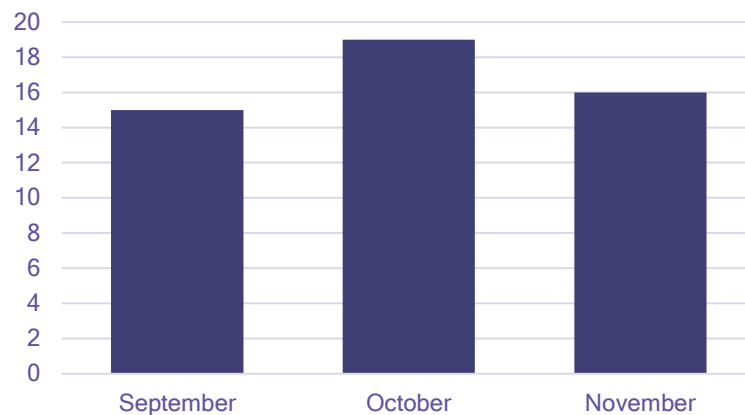


Figure 2: The number of RSOs applied for funding for the September, October, and November 2021 deliberations.

As illustrated in Figure 3, in the Fall 2021 deliberations, the Commission approved 37 event proposals, 21 operational proposals, and 3 conference proposals.

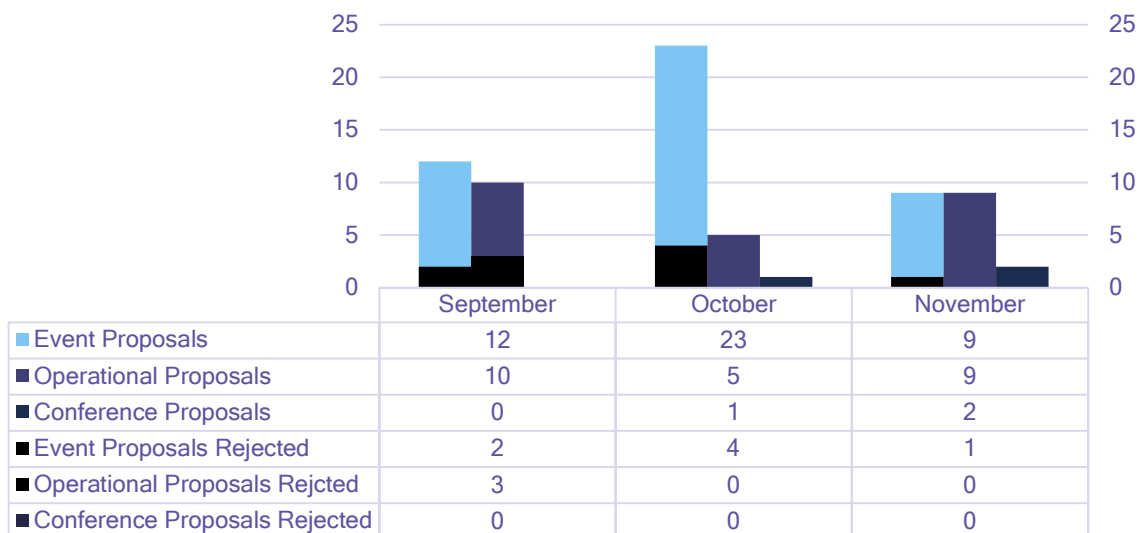


Figure 3: The number of proposals submitted and rejected for the September, October, and November 2021 deliberations.

The Commission has allocated a total of \$107,212.42 in the three deliberations. The October 2021 deliberation oversaw the highest Event Funding allocation largely because a total of \$20,000 were allocated to the Visionary Leaders Association and the Visionary World Group for 10 speakers, 5 speakers for each RSO.

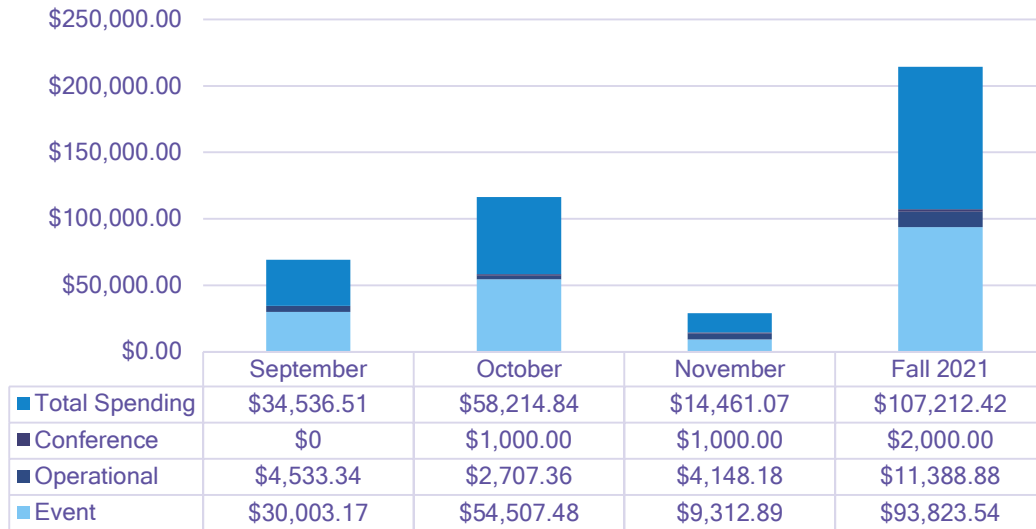


Figure 4: The total amount funded to RSOs for the September, October, November, and Fall 2021 deliberations.

The average amount funded to RSOs events for the Fall 2021 deliberations is \$2,344.41, while average amount funded operations is \$550.00, and average amount funded conferences is \$1,000.00.

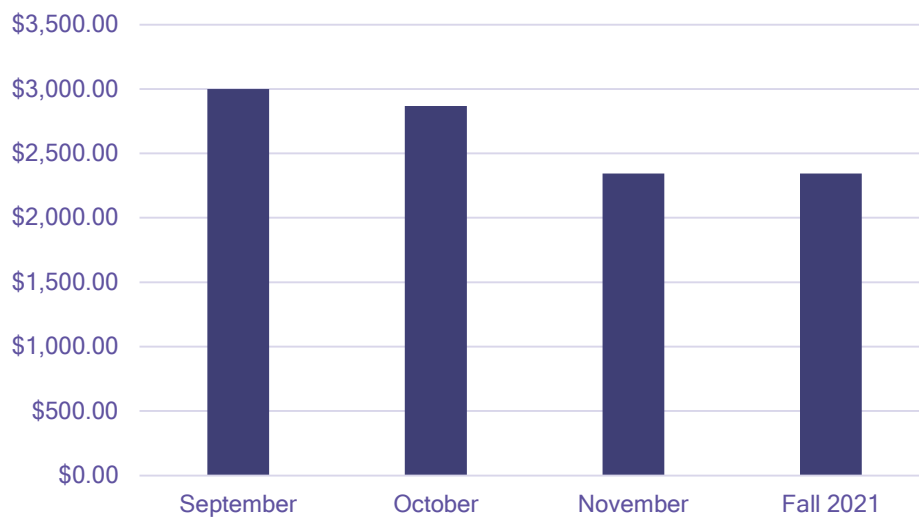


Figure 5: The average amount funded to RSOs events for the September, October, and November 2021 deliberations.

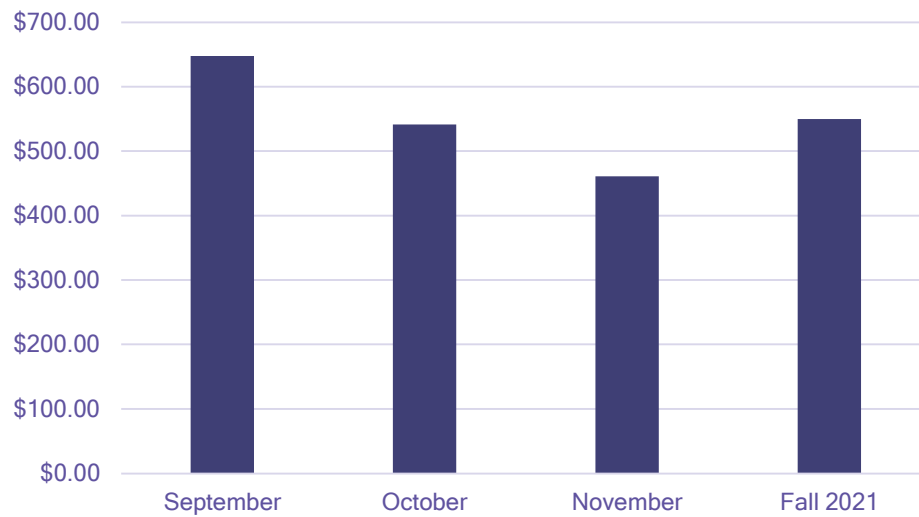


Figure 6: The average amount funded to RSOs operations for the September, October, and November 2021 deliberations.

It is important to note that these amounts are based on the Commission's data base and not the actual amount funded or reimbursed to RSOs. The data of the actual funded amount are needed to be obtained from the Office of Student Engagement.

ALLOCATION PROCESS

Overview

Expectations & Considerations

The Western Student Association Allocation Commission (WSAAC) serves to only provide supplemental funding to Registered Student Organizations (RSOs) on campus. The Commission does not exist to fully fund RSO activities. It is expected that WSAAC funded RSOs will fundraise, collect member dues, and/or find other ways to fully finance organizational activities. The Commission has prepared additional resources for RSOs to explore ([here](#)).

The Commission will only fund RSOs that have explicit and express purposes to engage the campus community and contribute to the educational, recreational, mental, physical, or cultural well-being of the WMU student body. All funded events must be accessible to the entire student body and may not be limited to one student population. Any WMU student will be welcome to attend events funded by the Commission. The Commission expects RSOs to use local vendors in an effort to reduce costs and give back to the local community.

All SAF funds entrusted to the use of an RSO must remain within the University (on-campus) accounting systems, as assigned by OSE, and may not be transferred into a different fund and cost center, or into an off-campus account unless approved by the Commission Chair and the OSE.

In accordance with the University Policy on Discrimination, funding shall not be determined on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, protected disability, veteran status, height, weight, or marital status. Being a recipient of Student Assessment Fee (SAF) funds should not be interpreted as meaning that SAF-funded organizations are associated with or controlled by the University; the University is not responsible for the organization's contracts, acts, or omissions.

SAF funds will not be awarded for the personal benefit of individuals or private corporations, charitable organizations or programs, financing political candidates and/or campaigns, religious purposes (i.e. worship, devotional exercises, proselytizing), or to finance any activity contrary to the laws of the State of Michigan and/or the Federal Government. Proposal for fundraising purposes will be denied.

COVID-19 Guidelines

The WSAAC abides to Western Michigan University (WMU) COVID-19 Safety Protocols & Policy.

- **Masking Policy**

- Any events that are sponsored by WSAAC will require the organizers to ensure that all participants regardless of their Covid-19 Vaccination status to be wearing masks at all times.
 - Exemptions are as follow:
 - You have a medical exemption
 - You are eating or drinking.
 - You are receiving medical care

- **Badging System**

- Any events that are sponsored by WSAAC will require the organizers to ensure that every attendee provides a green badge.
- If attendees are not able to provide a proof of green badge, they are not allowed to attend the event.
- Everybody is required to adhere to the badging restrictions and instructions in line with Western Michigan University COVID-19 policies.

- **Physical Distancing**

- It is requested that attendees that are unvaccinated be reminded to maintain a safe distance up to 6 feet when feasible and practical in given space.

- **Contact Tracing Policy**

- Any event sponsored by WSAAC will require the organizers to prepare a registration sheet for attendees with contact information in it.
- This is to allow contact tracing for any instance of Covid-19 outbreak.

- **COVID-19 Mitigation efforts**

- Any events sponsored by WSAAC will require the organizers to provide Covid-19 essentials such as hand sanitizers and masks.
- Event organizers will be required to ensure that attendees are adhering to the listen Covid-19 policies.

In rare instances of persistent noncompliance, disciplinary action that is consistent with our student code, employee policies and collective bargaining agreements will occur. In addition to that, RSO's will be denied future sponsorship from WSAAC.

Non-Discrimination Policy

The WSAAC Non-Discrimination Policy is line with the Western Michigan University Non-Discrimination Policy

Statement of Policy

Western Michigan University, an affirmative action/equal opportunity institution, complies with applicable federal and state laws and University policies prohibiting discrimination and harassment against members of the University community. This policy addresses actions that constitute limitation or denial of educational and employment opportunities, University facility access, or participation in University activities on the basis of protected group status.

Purpose of Policy

All members of the Western Michigan University community have the right to be free from prohibited discrimination and harassment, as well as from retaliation for engaging in protected activities. All members of the community are expected to conduct themselves in a manner that does not infringe upon the rights of others. Western Michigan University's policies have been developed to reaffirm these principles, to provide resources for those individuals whose rights may have been violated, and to provide accountability for conduct that violates this policy. This policy prohibits behaviors that constitute discrimination or harassment prohibited by state and federal law.

Key Definitions

Terms	Descriptions
Confidential	A category of information that, when disclosed to someone on a specific list of individuals (including medical providers, mental health providers, ordained clergy/pastoral counselors, and sexual assault crisis counselors) may only be shared if there is an imminent threat of harm to self or others.
Covered Behavior	Prohibited behavior that falls under this policy.
Discrimination	Denial of opportunity or unfair treatment in employment, academic programs or activities, or access on the basis of any protected class identified in this policy.

Harassment	Conduct (physical, verbal, graphic, written, or electronic) that is unwelcome, based on any protected class characteristic outlined in this policy, and directed at an individual or group in a protected class or classes when: submission to or toleration of such conduct is explicitly or implicitly a term or condition of employment, evaluation, or participation in University programs or activities; submission to or rejection of such conduct is the basis for employment or academic decisions; or such conduct is severe, persistent, or pervasive and has the purpose or effect of creating an intimidating, hostile, or offensive environment.
Private	A category of information that may be shared with a small circle of individuals who have a need to know.
Protected Class	A class of people who benefit from protection by statute, such as Title VII of the Civil Rights Act (race, sex, gender, gender identity, national origin, religion), Title IX of the higher education act (sex, sexual orientation, gender, gender identity), the Americans with Disabilities Act, or the Elliott-Larsen Civil Rights Act (religion, race, color, national origin, age, sex, height, weight, or marital status). This definition is subject to change based on legislative, regulatory, or legal changes.
Retaliation	Acts, words, or attempts to take adverse action against any individual or group of individuals because of their good faith complaint or participation in an investigation and/or resolution of a complaint arising out of a violation of this policy. Retaliation may be committed by any individual or group of individuals that may hold legally privileged conversations recognized by law including medical providers and mental health providers and ordained clergy/pastoral counselors.

Full Policy Details

Western Michigan University strives to cultivate a community of respect, civility, and value, free from discrimination for all its members. The University will hold all members accountable for violations of the policy. Western Michigan University prohibits discrimination or harassment that violates the law or that limits opportunities of admission, employment, or education, based on the protected classes of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, protected disability, protected veteran status, genetic information, height, weight, or marital status.

Privacy and Confidentiality

Western Michigan University is committed to protecting the privacy of all individuals involved in reporting covered behavior. Every effort will be made to protect the privacy interests of all individuals involved in a manner consistent with the need for a thorough review. Privacy and confidentiality have distinct meanings under this policy. Private information may only be shared with those university employees who are directly involved in resolving reports of behavior under this policy. While not bound by legally privileged confidentiality, these individuals will be discreet and respect the privacy of all individuals involved in the process. Unless there is an imminent threat of harm to self or others, confidential information that is shared with designated campus or community professionals may not be revealed to any other individual without explicit permission from the individual disclosing the information or about whom the information pertains. Designated campus and community professionals that may hold legally privileged conversations recognized by law include medical providers, mental health providers, and ordained clergy/pastoral counselors.

Allocation Process Summary

Step 1: Orientation & Planning	<ul style="list-style-type: none"> Fulfilling RSO Status Guidelines Completing Orientation Workshop & Quiz Planning proposal
Step 2: Application & Submission	<ul style="list-style-type: none"> Deciding on type of funding Developing Proposal Submitting proposal
Step 3: Deliberation	<ul style="list-style-type: none"> Preparing for Deliberation Attending & presenting during deliberation
Step 4: Results & Appeals	<ul style="list-style-type: none"> Receiving deliberation results Completing special provisions Appealing deliberation results
Step 5: Payment & Reimbursement	<ul style="list-style-type: none"> Filling payment & reimbursement forms Submitting payment & reimbursement forms
Step 6: Promotion & Invitation	<ul style="list-style-type: none"> Promoting RSO Checking on publicity materials Inviting Commission members to attend
Step 7: Post-Event	<ul style="list-style-type: none"> Post-Event Survey

Deliberations Calendar

We have created a [public Google Calendar](#) to add to your Google Calendar to help guide you through the allocation process and remind you on the deadlines.

Workshop	Budget Due	Deliberation	Results
- 12:00 PM EST -			
Jan 21 (2:30 PM)	Jan 26	Jan 28	Feb 4
Feb 11	Feb 18	Feb 25	Mar 4
Mar 18	Mar 23	Mar 25	Apr 1

STEP 1: ORIENTATION & PLANNING

RSO Status Guidelines

To be eligible for funding, the following are required for Registered Student Organization (RSO):

1. The Registered Student Organization (RSO) must be registered and in good standing with the Office of Student Engagement. Students can register here (<https://wmich.edu/studentengagement/rso/register>) to establish an RSO and registration status can be found here (<https://experiencewmu.wmich.edu/>).
2. The Registered Student Organization (RSO) must have zero or positive balance in their Western Michigan University (WMU) account at the time of application for Student Assessment Fee (SAF) funds. A WMU account is created automatically by the Office of Student Engagement (OSE) when the RSO applies funding for the first time through WSAAC. An RSO is not required to create a separate account. The OSE will inform the RSO if the RSO has a negative balance in their account.
3. The Registered Student Organization (RSO) must complete a financial workshop through the Office of Student Engagement and the Western Student Association Allocation Commission (WSAAC). The
4. The Registered Student Organization (RSO) must have a WSA Representative that attends WSA Legislative meetings at least once a month. A student can register as a WSA Representative here (<https://wmuwsa.org/house>). The representative must be in good standing with WSA and contribute to the student government on campus. The representatives that would be eligible to submit a budget proposal and attend deliberations are subject to completion of the workshop organized by OSE and WSAAC.
5. The Registered Student Organization (RSO) must not have pending documentation from a past WSAAC-funded event or activity.

WSAAC Workshop

The WAAC and the OSE will co-organize workshops throughout the semester on the Allocation process and all of the important dates and deadlines, as well as important information about any changes to the Allocation process from the previous semester.

All RSOs wishing to apply for WSAAC funding must have at least one organization representative attend the workshop. It is suggested that the WSA Representative of the RSO attend the workshop. If the RSO's representative fails to attend the workshop, the RSO will automatically be denied funding opportunities.

The workshop will be held in-person and virtual. However, due to surging COVID-19 cases, the workshops are tentatively held virtually. If the public health situation permits, the workshop will be in-person. The Commission Chair will inform all RSOs about the modality. If the RSO's representative(s) wish to attend virtually, he or she must email a letter of reason to the Commission Chair (wsa-ypallocations@wmich.edu) three university business days before the workshop.

If the RSO's representative had already attended a workshop, he or she is not required to attend future workshops for the semester. However, he or she can attend future workshops as refreshers.

Date	Time	In-person	Virtual
January 21	2:30 PM EST	N/A	https://tinyurl.com/WSAACJanWorkshop
February 11	12:00 PM EST	Bernhard 157	https://tinyurl.com/WSAACFebWorkshop
March 18	12:00 PM EST	Bernhard 157	https://tinyurl.com/WSAACMarWorkshop

WSAAC Quiz

The WSAAC Workshop will be accompanied by a mandatory quiz. This quiz is to ensure the representative understands the Allocation process thoroughly and all of the important dates and deadlines. If the RSO's representative fails to take the quiz, the RSO will automatically be denied funding opportunities.

The quiz will be released on January 21, 2022 at 12:00 PM EST (<https://tinyurl.com/WSAAC-Quiz>). If the RSO's representative has already taken the quiz, he or she is not required to retake the quiz for the semester.

Planning & Preparing

Planning an event, preparing for day-to-day operations, and/or participating in a conference with your RSO can be a challenging task and often overwhelming. The Commission acknowledges that; thus, we've provided resources and an outline that serves as a guide to facilitate the planning process. As a long-time partner, the WMU Campus Activities Board (CAB) has contributed their resources in developing this section of the packet.

The outlines provided serve only as recommendations and are not a definitive answer to a successful event, day-to-day operations, or conference. The Commission is also not responsible for outdated and/or inaccurate information on this section. Please direct any concerns, questions, or updates to the Commission Chair at wsa-vpallocations@wmich.edu.

Before diving into the outlines below, please ensure that you have completed the orientation workshop and quiz as it will give you a better picture of how to plan and prepare for the allocation process.

Event/Bronco/Collaboration Proposal Outline

Item	: Details
Table of Contents	: RSOs are advised to create a 'Table of Contents' which list down the items in the proposal and the pages that they're in.
Organizing Committee	: RSOs are advised to provide a list of the organizing committee members. If the organizing committee members are the same as the Executive Board/ Committee members of the RSO, please indicate so too.
Members/ Volunteers	: RSOs are advised to provide the number of members and/or volunteers participating in the event. RSOs can also note whether members and volunteers are part of the attendees of the event.
Audience	: RSOs are advised to follow the question checklist: <ul style="list-style-type: none"> • What type of event do you want to plan? • Why do I think this event will be successful on campus? • What is the PURPOSE of the event? • Who is my intended audience? • Is this event free?
Venue	: RSOs are advised to choose a venue based on eight (8) considerations namely, availability, size, purpose, location, time of year, equipment, cost, and guest needs. These considerations are explained in detail by CAB in https://www.wmucab.com/resources . On top of that, RSOs should also consider if there's any restrictions in the venue, particularly for food and decorations.

		<p>The below are a list of suggested venues on campus:</p> <table><tr><td colspan="2">Student Spaces</td></tr><tr><td>Bernhard Center</td><td>https://wmich.edu/studentcenter/reservation https://wmich.edu/studentcenter/floorplans</td></tr><tr><td>Kenley Chapel</td><td>https://wmich.edu/studentcenter/kanley-reservation</td></tr><tr><td>Outdoor Spaces</td><td>https://wmich.edu/studentcenter/outdoor-reservation</td></tr><tr><td>Academic Spaces</td><td>https://wmich.edu/registrar/students-reservationform</td></tr><tr><td colspan="2">College of Fine Arts</td></tr><tr><td>Dalton Recital Hall</td><td>https://wmich.edu/music/about/facilities</td></tr><tr><td>Gilmore Theater Complex</td><td>https://wmich.edu/theatre/facilities</td></tr><tr><td>Miller Auditorium</td><td>https://www.millerauditorium.com/renting-miller-auditorium</td></tr><tr><td colspan="2">Haworth College of Business</td></tr><tr><td>Fetzer Center</td><td>https://wmich.edu/fetzer/facilities/floor-plans</td></tr><tr><td colspan="2">College of Education & Human Development</td></tr><tr><td>Sangren Hall</td><td>https://wmich.edu/education/room-reservation</td></tr></table>	Student Spaces		Bernhard Center	https://wmich.edu/studentcenter/reservation https://wmich.edu/studentcenter/floorplans	Kenley Chapel	https://wmich.edu/studentcenter/kanley-reservation	Outdoor Spaces	https://wmich.edu/studentcenter/outdoor-reservation	Academic Spaces	https://wmich.edu/registrar/students-reservationform	College of Fine Arts		Dalton Recital Hall	https://wmich.edu/music/about/facilities	Gilmore Theater Complex	https://wmich.edu/theatre/facilities	Miller Auditorium	https://www.millerauditorium.com/renting-miller-auditorium	Haworth College of Business		Fetzer Center	https://wmich.edu/fetzer/facilities/floor-plans	College of Education & Human Development		Sangren Hall	https://wmich.edu/education/room-reservation
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Fetzer Center	https://wmich.edu/fetzer/facilities/floor-plans																											
College of Education & Human Development																												
Sangren Hall	https://wmich.edu/education/room-reservation																											
Guest	:	<p>RSOs are advised to focus on three considerations namely, suitability, contract, and hospitality. RSOs should thoroughly research whether the guest is suitable for the event. The contract between the RSO and the guest(s) should be handled carefully (Step 5). In terms of hospitality, RSOs should consider providing transportation, including parking pass, and/or refreshments for the guests.</p>																										
Budget	:	<p>RSOs are advised to be thorough with the WSAAC codes as it will serve as a guide when planning the budget.</p>																										
Promotion	:	<p>RSOs are advised to develop their promotion and marketing plan at least 2 weeks before the event. Please look into Step 6: Promotion and Invitation when developing this plan.</p>																										
Event Flow	:	<p>RSOs are advised to develop an event flow which comprises the roles and responsibilities during each activity of the event. A well designed and prepared event flow is crucial to a successful event.</p>																										

Operational/Start-up Proposal Outline

Item	:	Details
Table of Contents	:	RSOs are advised to create a 'Table of Contents' which list down the items in the proposal and the pages that they're in.
E-Board/ Committee	:	RSOs are advised to provide a list of Executive Board/ Committee members.
Members	:	RSOs are advised to provide the number of members in the organization at the time of submission of the proposal.
Meetings	:	RSOs are advised to provide a brief past or future monthly meeting schedule. There should be a brief description on what the RSO is doing during their meeting. RSOs are also expected to inform how frequent their meeting is, the attendance of their meeting, and its average attendance.
Budget	:	RSOs are advised to strategize their budget for the short-term and long-term for their organization. The budget for 'short-term' is for intangible items like food, while the budget for 'long-term' is for tangible items like clothing, office supplies, or publicity materials. Budget for the long-term can be considered as a development budget or expenditure as it aims to grow the RSO to be more established and engaged with students. RSOs are advised not to spend their entire operational budget on food, as it will lose the opportunity for the RSO to develop and grow.

Conference Proposal Outline

Item	:	Details
Table of Contents	:	RSOs are advised to create a 'Table of Contents' which list down the items in the proposal and the pages that they're in.
E-Board/ Committee	:	RSOs are advised to provide a list of names and details of Executive Board/ Committee members that will be attending the conference. Please ensure that all Executive Board members Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as "in good standing", per University standards and are all enrolled at least as a part time student.
Members	:	RSOs are advised to provide the name and details of members that will be attending the conference. Please ensure that all members Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as "in good standing", per University standards and are all enrolled at least as a part time student.
Background	:	RSOs are advised to provide reasonings on why the RSO should attend the conference. The reasonings can be based on historical or beneficiality of the conference.

Budget	:	RSOs are advised to be thorough with the WSAAC codes as it will serve as a guide when planning the budget.
Documents	:	RSOs must: Attach a letter of recommendation by a Faculty or Advisor attending the conference. Submit an official conference letter. This letter or notification should at least indicate that your RSO is invited to join the conference.

STEP 2: APPLICATION & SUBMISSION

General Information

The Commission allocates about \$500,000 funding, which is a portion of the funds collected through the Student Assessment Fee (SAF) to RSOs every academic year. This funding can potentially and historically be shown to run out. Thus, to prevent exhausting all the funds that can be utilized throughout the academic year, a few general guidelines and restrictions are imposed.

Firstly, funding opportunities are based on a first-come, first-serve basis.

Secondly, the Commission shall not allocate funds to recover from bad debt or to erase pre-existing debt, nor will the Commission provide funds to cover expenses already incurred prior to the deliberations. This is also in part to prevent abuse and exploitation of funds.

Thirdly, each RSO is only eligible for up to \$25,000 funding per academic year. In other words, RSOs can apply to all and any of the funding opportunities, but the \$25,000 cap remains.

Type of Fundings

The Commission has introduced two new types of funding namely, “Start-up Funding” and “Bronco Funding” on top of the four other existing types of funding, totalling six types.

The Commission has made some noticeable amendments to the Event Funding, Operational Funding, and Conference funding. We have doubled the amount for Operational Funding for a year and quintupled the amount for Conference Funding, compared to the previous semester. A number of restrictions has been removed based on logicity and practicality.

Below are the details of each type of funding.

Fundings	Details
Event Funding	<p>Event Funding will not exceed \$10,000 per semester to an RSO.</p> <p>Event Funding is restricted to the following:</p> <ul style="list-style-type: none"> \$50/hr wage for student DJ, \$150 for tablecloths, \$500 for decorations, \$1000 for performers (non-WMU students)

	<ul style="list-style-type: none"> For events with total expenses above \$100, total Event Funding for food and drink must not exceed 40% of the budget total. Funding for food and drink shall only be considered if the event or program is held on WMU Campus. <p>The Commission shall not fund clothing; giveaways and prizes; photographers, photo booths, or videographers; scholarships; salaries; all-inclusive vendor services; Sports Club Council Organization; and speakers, performers, or artists (current WMU Students).</p> <p>Deliberation recommendation and requirements for Event Funding:</p> <ul style="list-style-type: none"> RSO's requesting an Event/Bronco/Collaboration funding amount more than \$2,000 are highly recommended to complete the proposal form as per the outline in the allocations packet. RSO's requesting an Event/Bronco/Collaboration budget amounting more than \$5,000 will mandatorily need to submit the proposal form as per the outline provided in the allocations packet. The acting RSO representative will provide the Allocations Commission a presentation that illustrates the importance and impact of the event in question.
Operational Funding	<p>Operational Funding will not exceed \$1,000 per semester to an RSO.</p> <p>Operational Funding is restricted to items that are in the category of clothing, office supplies, food, guest, public health, publicity, and transportation.</p> <p>Operational Funding shall not be used for any specific program or event.</p>
Conference Funding	<p>Conference Funding will not exceed \$5,000 per academic year to an RSO.</p> <p>Conference Funding is restricted to items that are in the category of program registration, transportation, and venue.</p> <p>Students attending the conference must:</p> <ol style="list-style-type: none"> 1. Possess and maintain a minimum Cumulative Grade Point Average (CGPA) of 2.50, qualifying as "in good standing", per University standards. Grades are to be checked by the Office of Student Engagement (OSE) upon registration and at the beginning of each

	<p>semester. In the event that a student does not possess an established GPA, they shall be given one semester on conditional membership until their GPA may be assessed</p> <ol style="list-style-type: none"> 2. Be enrolled at least as a part-time student. 3. Submit a letter of recommendation by a Faculty or Advisor attending the conference. 4. Submit an official conference letter.
Start-up Funding	<p>Start-up Funding will be a one-off \$300 direct deposit to a newly established RSO. A newly established RSO is an RSO established in not more than one academic year.</p> <p>Start-up Funding is restricted to office supplies, food, publicity, and the organization registration cost.</p> <p>Start-up Funding will not require RSOs attending a deliberation, but a presentation to the Commission Chair and Vice-Chair. Start-up Funding is based on the joint decision of the Commission Chair and Vice-Chair.</p>
Bronco Funding	<p>Bronco Funding will not exceed \$5,000 per event and \$10,000 per academic year to the organizing committee.</p> <p>The Committee must submit an event proposal that includes:</p> <ol style="list-style-type: none"> 1. Event details (description, date, time, venue, objectives) 2. Organizing Committee of at least four students (including Chair, Vice-Chair, Treasurer) 3. Cost-benefit analysis 4. Stakeholder analysis <p>The Committee must:</p> <ol style="list-style-type: none"> 1. Complete a special workshop with the OSE and the WSAAC. 2. Identify a supervisor from the Western Student Association Executive Board or Cabinet, including but not limited to: Vice President of University Pride, Vice President of Community Involvement, Vice President of Diversity and Inclusion, and Vice President of Public Relations.

	<p>3. Undergo and defend its budget in the deliberation for all the following hearings: University Pride Committee hearing, Community Involvement Committee hearing, Diversity Guidance Committee hearing, Public Relations Committee hearing, and approved by the legislative with a two-third majority.</p>
Collaboration Funding	<p>Collaboration Funding will not exceed \$15,000 per academic year to collaborating RSOs. Each RSO that is requesting funding for collaboration can request up to \$5,000.</p> <p>Each RSO must:</p> <p>Send their respective WSA Representatives to the deliberation. If one of the RSOs requesting Collaboration Funding does not send a representative to deliberations, the Commission shall dismiss the budget proposal.</p> <p>Submit separate budget form(s) reflecting the overall event costs and expenses for which each RSO is seeking funds and all budgets must be turned in at the same time.</p> <p>No more than four RSOs may receive funding for the same event.</p> <p>Collaboration Funding is restricted similar to the requirements laid out in Article 6.02(b) and Article 6.02(c).</p>

Additional Provisions

Sustainability Exemption Provision

On top of that, in line with WSA's commitments to make WMU more sustainable, the Commission has introduced the "Sustainability Exemption Policy" to subsidize or exempt funds proposed by RSOs that meet sustainable goals. The features are listed below:

- Sustainability Exemption Provision will subsidize or exempt items up to a maximum of 50% of the cost of the product.
- The Commission will determine the eligibility of the items for the policy based on its "level of sustainability" or the "reusability for future usage by other RSOs."
- In the cases of exemption applied, the commission will hold the majority ownership of the said.

In the light of exemption, the funding limit for the RSO will increase by the dollar value of the exemption applied but still be restricted to the \$25,000 limit for an academic year.

- The Commission will have jurisdiction to reallocate the item to other RSOs if needed, without needing the approval of the RSO.

Brown and Gold Provision

RSO's that apply for Operational Funding or Conference Funding can receive double the amount if they have received full funding through the WSA Joint-legislature session. The details are laid down in Step 4.

Application Submission

The Commission has developed new application processes to submit their proposals. This is mainly to streamline the submission process and transparency. Prior to the revamp, proposals were submitted to the Commission Chair through email. The Commission Chair would then have to go through the proposals and pre-approve the proposals before the deliberations. This process has been considered as inefficient and burdens the Commission as this process entrusts the Chair to go through the proposal to ensure its approval during the deliberation.

Therefore, the Commission has produced three application forms:

<i>Form</i>	<i>Format</i>	<i>Descriptions</i>
<u>Financial Budget Proposal</u>	Excel	A form detailing and describing the finances of items requested to be funded for an event, the day-to-day operations of the organization, and conference.
<u>Detailed Proposal</u>	Document	A document detailing the ideas, plans, and specifics of an event, the day-to-day operations of the organization, and conference.
<u>WSAAC – Funding Application Form</u>	Experience WMU	<p>A form used to submit the Financial Budget Proposal and Detailed Proposal.</p> <ul style="list-style-type: none"> • Page 1 - Checklist on requirements • Page 2 - Information on RSO and representative • Page 3 - Details on amount requested • Page 4 - Submission of Financial Budget Proposal, Detailed Proposal, and/or additional documents.

For the *Financial Budget Proposal* and *Detailed Proposal*, the Commission has consolidated Event Funding, Bronco Funding, and Collaboration Funding forms into a single document as the three fundings are regarding organizing an event. Similarly, the Commission has consolidated Operational Funding and Start-up Funding forms into a single document as the two fundings are regarding the day-to-day operations of an organization.

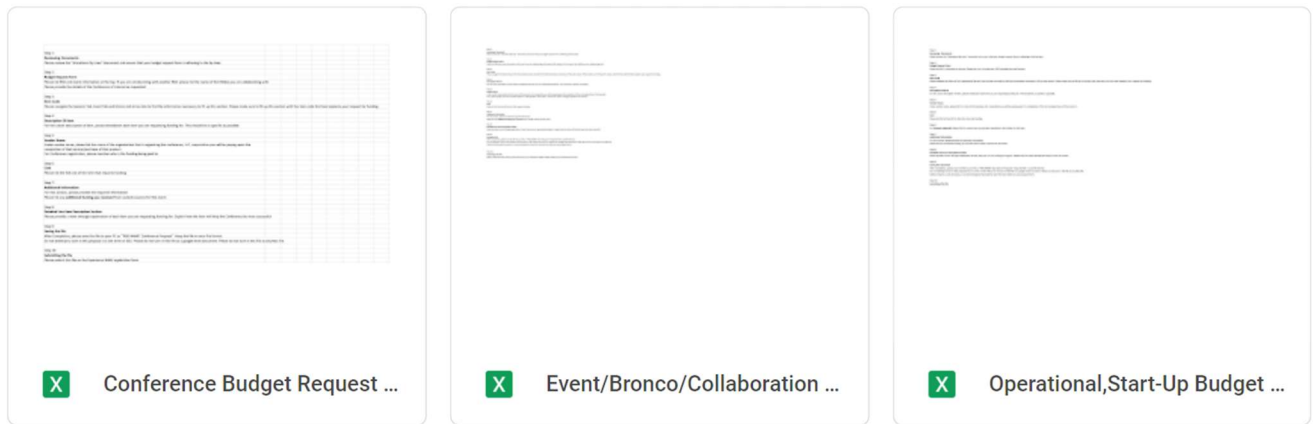


Figure 7: The Financial Budget Proposals for events, operations and conference.

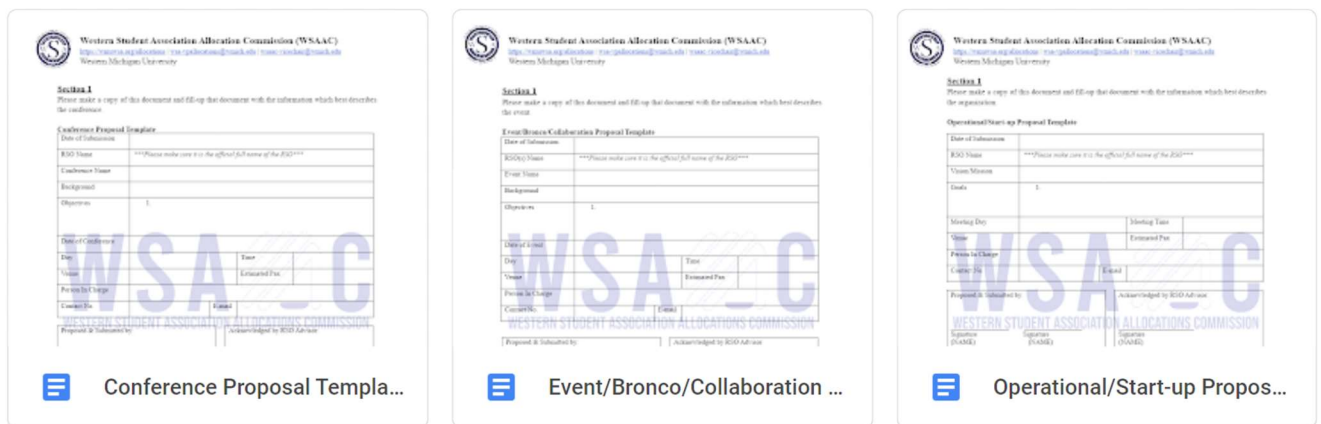


Figure 8: The Detailed Proposal for event, operations, and conference.

WSAAC- Funding Application Form

Welcome to WSAAC Funding Application Form.

Please fill up the form with your best responses.

If you have any questions, please email wsa-vpallocations@wmich.edu with your questions and we will be with you as soon as possible.

NEXT

Figure 9: The landing page of the WSAAC - Funding Application Form.

WSAAC Codes

The WSAAC Codes are used to codify funding items for the Financial Budget Proposals. The codes would help RSOs to provide a more thorough planning process. More importantly, the codes will help the Commission to provide more accurate breakdowns and data analysis in future reports on funded items through the deliberations.

Category	Code	Description
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Event Funding (E)

Audio Video	EA 0100	An electronic media that possess a sound or a visual component.
Decorations	ED 0200	A purposeful material that makes something more attractive or festive.
Equipment	EE 0300	A tangible material that is needed to run the event.
Food	EF 0400	A nutritious substance that is edible or a tool that facilitates that purpose.
Guest	EG 0500	A person who entertains or speaks at the event.
Health	EH 0600	A material that has public health goals.
Publicity	EP 0700	A material that informs, advertises, promotes, or raises awareness.
Registration	ER 0800	A fee paid to register, enroll or sign up
Security	ES 0900	A contract with a person or a company, or an item that manages crowd control and safety.
Transportation	ET 1000	A vehicle that moves people or goods, or a substance that facilitates that purpose.
Venue	EV 1100	A location that the event is held.

Operational Funding (O)

Clothing	OC 0100	A material designed to be worn to promote the organization.
Equipment	OE 0200	A tangible material that is needed to run the organization's day-to-day activity.
Food	OF 0300	A nutritious substance that is edible or a tool that facilitates that purpose.
Guest	OG 0400	A person who entertains or speaks to serve the organization's day-to-day activity.
Health	OH 0500	A material that has public health goals.
Publicity	OP 0600	A material that informs, advertises, promotes, or raises awareness.
Registration	OR 0700	A fee paid to register, enroll or sign up.
Transportation	OT 0800	A vehicle that moves people or goods, or a substance that facilitates that purpose.
Venue	OV 0900	A location that the event is held.

Conference Funding (C)

Registration	CR 0100	A fee paid to register, enroll or sign up for a conference.
Transportation	CT 0200	A vehicle that moves people or goods, or a substance that facilitates that purpose.
Venue	CV 0300	A location for temporary lodgings for the convenience of attending a conference.

Bronco Funding (B)

Audio Video	BA 0100	An electronic media that possess a sound or a visual component.
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Decorations	BD 0200	A purposeful material that makes something more attractive or festive.
Equipment	BE 0300	A tangible material that is needed to run the event.
Food	BF 0400	A nutritious substance that is edible or a tool that facilitates that purpose.
Guest	BG 0500	A person who entertains or speaks at the event.
Health	BH 0600	A material that has public health goals.
Publicity	BP 0700	A material that informs, advertises, promotes, or raises awareness.
Registration	BR 0800	A fee paid to register, enroll or sign up
Security	BS 0900	A contract with a person or a company, or an item that manages crowd control and safety.
Transportation	BT 1000	A vehicle that moves people or goods, or a substance that facilitates that purpose.
Venue	BV 1100	A location that the event is held.

Start-up Funding (\$)		
Equipment	SE 0100	A tangible material that is needed to run the organization's day-to-day activity.
Food	SF 0200	A nutritious substance that is edible or a tool that facilitates that purpose.
Publicity	SP 0300	A material that informs, advertises, promotes, or raises awareness.

STEP 3: DELIBERATION

General Information

Deliberation is a process of thoughtful considerations and discussions by the Commission on budget proposals tabled by RSOs to ensure proposed budgets serve the interest of all WMU students. The Deliberation process is governed by the WSAAC Bylaws and Guidelines.

The dates and times for the deliberations for Spring 2022 are laid down below. However, in light of the rising COVID-19 cases and the emergence of new variants, the Commission has decided to continue holding deliberations virtually. This mode of deliberation may change depending on the COVID-19 conditions. If the mode of deliberation does change, the Commission chair will inform representatives that the deliberation will be held in Bernhard Center, Room 157.

Date	Time	In-person	Virtual
January 28	12:00 PM EST	N/A	https://tinyurl.com/WSAACJanDeliberation
February 25	12:00 PM EST	Bernhard 157	https://tinyurl.com/WSAACFebDeliberation
March 25	12:00 PM EST	Bernhard 157	https://tinyurl.com/WSAACMarDeliberation

Pre-Deliberation

Only the RSO representative that attended the workshop organized by WSAAC and OSE, as well as passed the quiz, will be eligible to attend the deliberation. This comes with the expectation that the RSO representative is well-versed with his or her RSO and their budget proposal, as well as completed Step 2 of the Allocation Process.

The WSAAC has laid out several expectations on the deliberation below. Even though these expectations do not have any direct implications, it will influence the Commission members' decision. These practices are commonly practiced in the working world and the Commission hopes to utilize deliberations to impart such practices.

	In-person	Virtual
Formality	Semi-formal	Semi-formal (Quiet environment; do not drive)
Dress Code	Semi-formal	Lenient, but avoid slovenly, profane, or racy attire. Representative(s) is expected to switch on their camera during presentation.
Time of Arrival	30 minutes before the assigned time	

The Commission Chair will send out the deliberation schedule to RSOs at least three university business days before the deliberation. The schedule will be determined on a first-come, first-serve basis. If the time assigned does not work for the RSO's representative, he or she must inform the Commission Chair before one university business day.

The time slot assigned to the RSO's representative, requirements for a detailed proposal, and visual aid is based on the size of the proposal as detailed below. This guideline should be taken seriously, particularly proposal amounts higher than \$5,000 as it is laid down by the Bylaws and Guidelines.

RSO representatives that applied for Start-up Funding are not required to present their proposal during deliberation. Instead, they're required to present their budget proposal separately to the Commission Chair and Vice-Chair.

Funding	Amount	Timeslot	Detailed Proposal	Visual Aid
Event	Below \$2,000	3 to 5 minutes	Suggested	Suggested
	Between \$2,001 and \$5,000	5 to 7 minutes	Required	Suggested
	Between \$5,001 and \$10,000	7 to 9 minutes	Required	Required
Operational	Below \$300	Optional	Not required	Not required
	Above or equal to \$300	3 to 5 minutes	Suggested	Suggested
Conference	Below \$2,000	3 to 5 minutes	Suggested	Suggested
	Between \$2,001 and \$5,000	5 to 7 minutes	Required	Required
Start-up	One-off \$300	N/A	N/A	N/A
Bronco	Below \$2,000	3 to 5 minutes	Required	Required
	Between \$2,001 and \$5,000	5 to 7 minutes	Required	Required
Collaboration	Between \$2,000	3 to 5 minutes	Required	Required
	Between \$2,001 and \$5,000	5 to 7 minutes	Required	Required
	Between \$5,001 and \$10,000	7 to 9 minutes	Required	Required
	Between \$10,001 and \$15,000	9 to 11 minutes	Required	Required

During-Deliberation

The deliberation commences after a quorum of five, (out of eleven Commission members) that comprises at least of the Commission Chair or Vice-Chair, WSA legislative committee members, and a Campus Activities Board representative, is achieved. The deliberation usually lasts for three hours depending on the number of budget proposals.

Below shows how a deliberation is conducted for in-person and virtual format.

	In-person	Virtual
Layout	5 to 11 Commission members will be seated in a panel forum layout with the presenter standing in front, facing them.	N/A
Commission Introduction	<p>The Commission Chair or Vice-Chair will first briefly introduce the Commission, Commission members, and the general guideline of the whole deliberation.</p> <p>The Commission Chair or Vice-Chair will then call RSO representative in sequence based on the deliberation schedule created by the Commission Chair. The Commission Chair or Vice-Chair will then remind the representative of the allocated timeslot and any other relevant information.</p>	
Representative Presentation	<p>The RSO representative will introduce themselves, their RSO, and their budget proposal.</p> <p>Additional documents and/or visual aid must be submitted to the Commission Chair before the deliberation.</p>	<p>The RSO representative is strongly suggested to turn on their camera and introduce themselves, their RSO, and present their budget proposal.</p> <p>Additional documents and/or visual aid can either be shared by the RSO representative or the RSO representative can submit those relevant documents to the Commission Chair before the deliberation.</p>

Q&A	<p>After the presentation, there will be a Q&A session. Commission members can ask any relevant questions to the RSO representative. Here are some examples:</p> <ol style="list-style-type: none"> 1. What events or activities has your RSO organized previously? 2. How did you select these vendors for your event? 3. Why are you expecting 100 people to attend this event? Who are they and where did you come up with this number? 4. What is the significance of this event at WMU? Why should we fund it? 5. Where else are you getting funding for this event? 6. Has your RSO attempted to fundraise? 	
Commission Discussion	<p>The RSO representative will be asked to step out of the room. Commission members will begin discussing the budget proposed.</p> <p>If any Commission members have additional questions for the RSO representative, they can request the RSO representative to step in to provide further information.</p>	<p>Commission members will exit the main meeting session and enter a breakout session to discuss the budget proposed.</p> <p>If any Commission members have additional questions for the RSO representative, the host (a Commission member) will invite the representative into the breakout session to provide further information.</p>
Result	<p>After considerations and discussions, the Commission will announce the budget proposal is either tentatively approved, conditionally approved, selectively denied, or denied as laid down below. However, the official result will only be released five university business days later. The RSO representative is expected to remain in the deliberation until the tentative result is released.</p>	

Prior to Project RESET, the Commission had to either deny the proposal, conditionally approve the proposal, or approve the proposal. This decision system was not spelled out explicitly, thus, it led to confusion and inconsistency. Far more importantly, this decision system created a lot of loopholes and to renege some of the decision as post-deliberation background checks noticed RSOs did not comply to certain requirements.

Therefore, moving forward, the Commission will have a four explicit decision system as shown below. RSOs will either be fully funded, partially funded, or zero funded.

Approval Type	Code	Description
Tentatively Approved	TA	<p>Budget proposal is tentatively approved and official approval will be released on result day.</p> <p>The budget will be tentatively fully funded. However, the budget can be partially funded or zero funded if found in violation of WSAAC Bylaws and Guidelines post-deliberation.</p>
Conditionally Approved	CA	<p>Budget proposal is approved with conditions like submitting or updating relevant documents.</p> <p>The budget will be fully funded, partially funded, or zero funded based on the fulfilment of the conditions laid out by the Commission and the discretion of the Commission post deliberation.</p>
Selectively Denied	SD	<p>Budget proposal is denied for specific items because the item violates the WSAAC Bylaws and Guidelines and/or generally does not serve the interest of WMU students.</p> <p>The budget will be partially funded.</p>
Proposal Denied	PD	<p>Budget proposal is denied because the RSO's representative is absent or late for the deliberation; violates nondiscrimination policy during the presentation; displayed vulgar and abhorrent behavior; and violates the WMU Student Code of Conduct (https://wmich.edu/conduct/code).</p> <p>The budget will be zero funded.</p>

STEP 4: RESULTS & APPEALS

Deliberation Results

Deliberation results will be released on the Commission website as laid down below.

Date	Time
February 4, 2022	12:00 PM EST
March 4, 2022	12:00 PM EST
April 1, 2022	12:00 PM EST

Additional Provision Processes

Bronco Funding

After budget proposal approval from the Commission, the Commission Chair will refer the Chair of the organizing committee to the Speaker of the Senate, Dakota Shapiro (wsa-senate@wmich.edu). The Speaker of the Senate will assign the organizing committee to Senate Committees to defend their budget proposal. The Committee must undergo and defend its budget in the deliberation for all the following hearings: University Pride Committee hearing, Community Involvement Committee hearing, Diversity Guidance Committee hearing, Public Relations Committee hearing, and approved by the legislative with a two-third majority.

If the budget is approved by the legislative, the organizing committee can identify a supervisor from the Western Student Association Executive Board or Cabinet, including but not limited to: Vice President of University Pride, Vice President of Community Involvement, Vice President of Diversity and Inclusion, and Vice President of Public Relations.

Brown & Gold Provision

After deliberation, RSOs that obtain full amount Operational (\$1,000) or Conference Funding (\$5,000) can apply for to double, at max, their allocated funding through the WSA legislature.

To invoke the Brown and Gold Provision, the RSO representative must tick the Brown and Gold Provision checkbox in the Commission's Funding Application Form [here](https://tinyurl.com/WSAACFundingAppForm) <https://tinyurl.com/WSAACFundingAppForm>. If the RSO fails to do so and wish to invoke the provision,

they can do so by emailing the Commission Chair with a letter of intent within (3) university business days after the deliberation.

After receiving a *Tentatively Approved* decision of full funding from a deliberation, RSOs will have two options to move forward with the provision. This will either be discussed after the Commission's approval decision during the deliberation or through an email. However, if the RSO's proposal is rejected when the official results are released, the Brown and Gold Provision is automatically denied.

	WSA Joint Legislature	WSA Senate & WSA House
Commission Chair's duty	The Commission Chair will liaise with the WSA Executive Vice-President, Eric D. Effinger (wsa-vicepresident@wmich.edu) on invoking this provision. The WSA Executive Vice-President, who serves as the Speaker of the WSA Joint-legislature session, will assign the RSO's request as a New Business in the agenda for the upcoming or selected WSA Joint Legislative session.	The Commission Chair will liaise with the WSA Senate Speaker, Dakota Shapiro (wsa-senate@wmich.edu) and WSA House Speaker, Collin Holzberger (wsa-house@wmich.edu) on invoking this provision. Both speakers will assign the RSO's request as a New Business in the agenda for their upcoming or selected session.
Formality & Modality	The formality and modality of this presentation is similar the WSAAC deliberations.	
Process	<p>Both option's deliberation will begin with the RSO defending their proposed budget amount, while the Commission providing a counter appropriate budget amount through an additional deliberation process through the WSA Joint-legislature session. For example, RSO A proposes that their Conference Funding should be increased by \$7,000 because of (<i>RSO's reasoning</i>), while the Commission counter proposes that RSO A should only receive up to \$6,000 because (<i>Commission's reasoning</i>).</p> <p>The WSA legislature will first vote on the RSO's proposed budget amount. If the RSO's proposed budget amount fails to pass, the WSA legislature will vote on the Commission's proposed budget amount. If the Commission's proposed budget amount fails to pass, the RSO will be denied additional funding and will only receive the maximum amount for Operational Funding (\$1,000) and Conference Funding (\$5,000). A two-thirds majority is required from the WSA legislature for each and every vote.</p>	

**Funding
Letter**

If the RSO does successfully receive additional funding, the Commission Chair will provide a new funding letter within three (3) business days after the WSA Joint-legislature session.

Appeals

If any RSO wishes to appeal any decision made by the WSAAC, they may contact the WSA Chief Justice, Allison Anker (wsa-chiefjustice@wmich.edu) by submitting a letter detailing the cause for appeal within ten university business days of the delivery of the Commission decision letter. The WSA Judicial Council will consider appeals according to guideline specifications. If appeals are granted, a separate judicial process will apply.

Date	Time
February 18, 2022	11:59 PM EST
March 18, 2022	11: 59 PM EST
April 15, 2022	11:59 PM EST

STEP 5: PAYMENT & REIMBURSEMENT

General Information


The Step 5: Payment & Reimbursement is handled by the Office of Student Engagement (OSE). The [OSE Website](#) contains all relevant and necessary paperwork relating to the finances of an RSO, as well as the OSE workshop videos.

After the deliberation, the OSE will typically contact RSO representative(s) on the next steps for reimbursement. The person-in-charge of this process is the Administrative Assistant Senior of OSE, Valerie Ott (valerie.ott@wmich.edu). Valerie's office can be located at Bernhard Center, Room 223.

Forms	Description
Generic Voucher	For reimbursements or direct payment to vendors.
Independent Contract	For contracts between RSO and Independent Contractors.
Contract Agreement	For contracts between RSO and Independent Contractors. An agreement form that states your RSO is recognized by WMU, but not an employee or designated representative of WMU.
Service Agreement	For contracts between RSO and University Departments.

Generic Voucher

The generic voucher is used to process all payments, specifically only for reimbursement and direct payment to vendors. The generic voucher must be submitted with original receipts or invoice to the OSE Main Office at Bernhard Center, Room 223. The receipts can be in the form of hard copies or electronic receipts; however, it must include what the RSO has paid for, an itemized list of everything purchased, and a proof of payment.

WESTERN MICHIGAN UNIVERSITY

GENERIC VOUCHER
TAX EXEMPT: 38-6007327

FUND	DEPARTMENT	ACCOUNT
------	------------	---------

FOR ACCOUNTING USE ONLY

Date _____

Payee/Vendor/Employee Name _____

Employee ID/WIN Number _____

Remit Address _____

Remit Address _____

Purchase Order/Vendor Contract Number _____

Authorized Signature _____

Printed Name _____ Title _____

Authorized Signature _____

Printed Name _____ Title _____

Department Placing the Order _____

Person Placing the Order _____ Phone Number _____

**All payments in excess of \$5,000 must include a purchase order number, vendor contract number, or fully signed independent contract.

INVOICE NUMBER	INVOICE DATE	DESCRIPTION	AMOUNT
TOTAL			0.00

* Make a copy for the department prior to sending the original to Accounts Payable

Stock Number _____
(internal use only)

The payee/vendor's name is who the payment should be issued to, the name that should be on the check.

The remit address is the address that is associated with the payee your vendor. This will be where the check is mailed to.

RSO must complete the invoice number, invoice, date, and quantity lines, if applicable, RSO will not always have this information and that's okay.

The description box is very important. You need to describe the purchases that were and are being made. This should also include the event name, and date or indicating this is from operational funding.

Once the generic voucher is completed, RSOs must attach all original receipts or invoices that needed to be reimbursed. Proof of payment should be listed at the bottom as cash or credit or debit card. If the reimbursement is an invoice that was paid out of pocket, be sure that the balance due is zero and that your proof of payment is clear. If the proof of payment is not on the invoice, RSO representative will be asked to provide a copy of the representative's debit or credit card statement that has the charge or charges highlighted. RSO representative may black out everything else on the statement, except the specific charge. It is acceptable to submit electronic receipts as many RSOs choose to make purchases online. However, representatives have to print the electronic receipts out and attach to the generic voucher. Be sure that the receipt is itemized, and the proof of payment is clear. Most of the time, this will be the last four digits of your debit or credit card listed at the bottom. If the proof of payment is not clear, representative will need to provide the debit or credit card statement. If it is a reimbursement for the representative's RSO, the representative may be asked to complete a W-9 Form. The representative is only required to do so for the first time and not every subsequent reimbursement.

Independent Contracts

The independent contracts are used when RSO is working with an individual or small LLC, who's providing a service such as speakers and DJs. This agreement is a contract between the RSO and the Contractor, and not WMU. RSO representative must submit an invoice and W-9 Form with the contractor and it must be approved before the event with four to five weeks processing leeway.



WESTERN MICHIGAN UNIVERSITY

INDEPENDENT CONTRACTORS

These four steps must be completed prior to proceeding with the Agreement below.

HUMAN RESOURCES

Is the individual who is providing services a current WMU student, faculty or staff member? YES ☐ NO ☐
 Is the individual a current/former WMU employee (continuing, temp, term, part-time, student) who will be providing services similar to their WMU duties within the last two years? YES ☐ NO ☐
 ➤ **IF YES to either question, STOP. Do NOT continue with this form.** These people are considered "WMU employees" (for tax purposes) and NOT independent contractors. Contact Human Resources for further instruction regarding paying these individuals for services rendered. **IF NO, continue.**

SCOPE OF WORK

Does the work include a trade skill found in Facilities Management? (carpentry, plumbing, painting, electrical, landscaping, custodial, etc.) YES ☐ NO ☐
 • If you answered yes to the first question, is the work performed on campus? YES ☐ NO ☐
 ➤ **IF YES, for both questions, STOP. Do NOT continue with this form.** Engage Facilities Management employees for the work per union contract. **IF NO, continue.**
 ➤ **IF YES for the first question and no for the second question, continue.**

TAXATION

Is the individual a foreign national performing tasks or providing services for WMU? YES ☐ NO ☐
 Is the individual providing personal services for WMU for which no payment is required/requested? YES ☐ NO ☐
 ➤ **IF YES to the first question, STOP. Do NOT continue with this form.** See [Foreign National Payments General Info](#) for further instructions and attach evidence of their approval. **IF NO, continue.**

FOREIGN PURCHASES

Does this contract or agreement involve: a) the physical shipment of items from the United States to a foreign country; b) the release or presentation of unpublished, restricted, or controlled information regarding technology, research, or data to any foreign person(s) or entity within or outside the United States by way of visual inspection, oral transmission, conference presentation, or training? YES ☐ NO ☐
 ➤ **IF YES, STOP. Do NOT continue with this form.** Contact WMU's Research Export Control Officer for export control compliance to this Agreement before it will be approved for purchase, and attach evidence of their approval. See <https://wmich.edu/research/compliance/exportcontrol>. **IF NO, continue.**

CONFLICT OF INTEREST

CONTRACTOR must act in a manner consistent with its duties to the University and shall ensure that there are no conflicts of interest between its duties to the University and other employment, personal duties, or relationships. CONTRACTOR must disclose any actual or potential Conflict of Interest related to this Agreement prior to signing this Agreement. Failure to do so could void this Agreement. To disclose, see University's Employee Conflict of Interest Policy [here](#).

INDEPENDENT CONTRACTOR AGREEMENT

This agreement is made and entered into by and between the Board of Trustees of Western Michigan University on behalf of _____ [department name] (WMU), with principal offices located at 1903 W. Michigan Ave., Kalamazoo MI, 49008 and _____ (CONTRACTOR). For the mutual consideration described herein, the parties agree as follows:

WMU CONTACT NAME/EMAIL/PHONE/MAIL STOP: _____

RETURN TO (if different than WMU Contact): _____

WMU FUND AND COST CENTER: _____

CONTRACTOR'S OFFICIAL NAME (per W-9): _____

DBA (if different from official name): _____

CONTRACTOR'S ADDRESS/EMAIL/PHONE: _____

SCOPE OF WORK (REQUIRED INFORMATION includes work details, dates, times, where work is to be performed, deliverables, etc. *attach additional sheets, as necessary*): _____

AMOUNT PAYABLE TO CONTRACTOR (include initial purchase price and any ongoing fees: \$ _____)

If amount of purchase is >\$5,000, you must attach approved sole source form.

TERM OF AGREEMENT (*must not exceed 12 months*): Effective Date _____ Expiration Date _____

IN WITNESS WHEREOF, the Parties have executed this Agreement hereto on the date indicated below their respective signatures. ***Signatures should be obtained in the order written below. Routing preferred via email. E-signatures allowed.***

CONTRACTOR NAME: _____

Sign: _____ Title: _____

Print: _____ Date: _____

WMU DEAN/CHAIR/DIRECTOR/DEPARTMENT HEAD (WITH BUDGET AUTHORITY):

Sign: _____ Title: _____

Print: _____ Date: _____

WMU GRANTS & CONTRACTS (FUNDS 25-30 [Exhibit B&C](#) as necessary: grants-services@wmich.edu):

Sign: _____ Title: _____

Print: _____ Date: _____

WMU BUSINESS SERVICES (michele.cole@wmich.edu):

Sign: _____ Title: Director, Business Services

Print: Michele Cole Date: _____

RSO representative must submit the W-9 Form, invoice, Contact Agreement form, and Generic Voucher with the Independent Contractors Form. It is important to note that RSOs cannot be reimbursed for something that should have been done through an independent contract. If the RSO personally pay for a service like a speaker, the OSE cannot reimburse the RSO for that expense. The person or company the RSO are contracting with will need to fill out the majority of these forms. The name of the individual or business should be the name that the check should be issued to. The contractor(s) will need to indicate what type of entity they are. This is their tax status. Next. They must provide either a social security number or an employee identification number. If they indicate that they are an individual, they must supply their social security. If they are an LLC single member, they must supply both their social security number and employee identification number. For any other entity, an employee identification number will suffice. The address should match the address that the RSO list on the voucher for the payment.

Contract Agreement

The **Contract agreement form** states that your RSO is recognized by WMU, but you are not an employee or designated representative of the University.

Contract Agreement Form			
<p>As an RSO you are a student group recognized by Western Michigan University but you are not an employee or designated representative to enter into binding agreements on behalf of the University. This form should be signed and dated by both the RSO Student Financial Manager and the Independent Contractor. Return it to the RSO Financial Advisor along with the Independent Contract, Questionnaire, and Voucher. These forms must be completed prior to the actual event.</p>			
<p>_____ organization is a recognized student organization of the University and does not represent the University. The organization cannot contractually obligate the University. As a (member/officer) of _____ organization, I enter into this (Contract/Agreement) on behalf of my organization in my role as (President/Treasurer/etc.).</p>			
_____ (RSO Representative Signature)	_____ (Date)	_____ (Independent Contractor Signature)	_____ (Date)
_____ (Director of Student Activities Signature)		_____ (Date)	

Along with the Independent Contract Form, the vendor must submit a W-9 Form, Contract Agreement form, and invoice in order to process payment. The University cannot pay an individual for work completed without a W-9 Form on file. This is used for tax purposes and should be completed by the individual business. In the top box RSO representative will need to fill in the name of his or her RSO in both blanks. It then must be signed by both the RSO representative and the individual or business the RSO are contracting with.

The last thing needed to complete an independent contract payment is an invoice. The vendor should be supplying you with the invoice for their services. If they are not familiar with issuing invoices, there are many templates available online.

Service Agreement

The **Service agreement form** is used for payments between your RSO and a University Department.

 **Service Agreement between RSOs and University Departments**

This form should only be used when a RSO is allocated Student Assessment Fee money and will pay for the services using an on-campus 52 account.

FORM MUST BE APPROVED BY STUDENT ACTIVITIES FINANCIAL ADVISOR BEFORE TRANSFER OF FUNDS

This form needs to be completed when a Registered Student Organization (RSO) desires to use services of a WMU department.

Purpose

1. To agree on the service to be performed and the total fee for the service (please note if fee includes taxes).
2. To verify the fund and cost center for the RSO and that RSO has adequate allocated SAF funds to pay for desired service.

Process for completing the agreement

1. University department and RSO complete the form to agree on the services and fees before the service is provided.
2. University department faxes form to the RSO Financial Advisor at 387-2185 after both RSO & Dept have signed it.
3. RSO Financial Advisor verifies the fund and cost center, adequate funds in RSO's account, and that the RSO was allocated SAF funds for the service.
4. RSO Financial Advisor faxes the signed form back to the University department.
5. If the fee changes, the University department must contact the RSO Financial Advisor at 387-2119 to verify adequate funds.
6. University department charges the RSO financial account after the service is provided by completing a JES.
7. The JES must be completed within 30 days of the date the service was provided or this agreement is void.

If a University department does not receive approval of this agreement from the RSO Financial Advisor prior to charging a Registered Student Organization for a service, the University department may be responsible for the charge.

Today's Date _____	
RSO Name _____	
RSO Representative's Name _____	Position _____
RSO Representative's Phone Number _____	E-mail _____
University Department Name _____	
Department Staff Name _____	
Department Phone Number _____	Dept. Fax _____
RSO Event _____	Date(s) of Event _____
Desired Services _____	
RSO Fund/Cost Center <u>52-</u> _____	Total Fee for Service _____ Does this include taxes? <u>Y / N</u>
This expense will be paid using SAF Funds allocated by: WSAAC SCC GFAC SSG	

RSO agrees to the following conditions when applicable:

1. RSO members and guests will comply with all state and federal laws and all University and Student Activities and Leadership Programs (SA&LP) policies and procedures during said event.
2. RSO members are solely responsible for the condition of all University facilities, equipment and property pursuant to this agreement and will pay all damages or losses to the University within 30 days of the billing date. The RSO hereby authorizes University staff to deduct the above noted fee for the service(s) contracted from the RSO's account without further notice or the obtaining of additional signatures.

Signature of RSO Representative _____	Date _____
Signature of Department Staff Member (After signing fax to OSE RSO financial advisor at 7-2185 for approval of transfer)	Date _____
Signature of RSO Financial Advisor (Verifies adequate funds, fund and cost center, and allocated expense and will contact department for allowance of transfer)	Date _____

The RSO and University Department must complete this form.

Both actors must agree on service to be performed and the total fee.

This form must be submitted to OSE for approval before the event and before the funds will be released.

This form can be faxed or photocopied when complete.

RSO representative must take this form to contract with the department that the RSO is intended to work with and fill the form together. RSO representatives should make sure that the fee proposed includes taxes (RSOs are taxable). This would prevent the RSO's budget to run over. RSO representative do not need to fill in the fund or cost center line as it will be completed by OSE. Once everything is agreed upon with the department, RSO representative must sign the bottom of the form, as well as the department contact. The completed form must be brought back to the OSE Main Office where it will be reviewed and signed. The OSE will send it back to the department with the RSO account information and the funds will be transferred internally.

These reimbursement forms and processes must be completed ten university business days after the RSO's event or conference.

STEP 6: PROMOTION & INVITATION

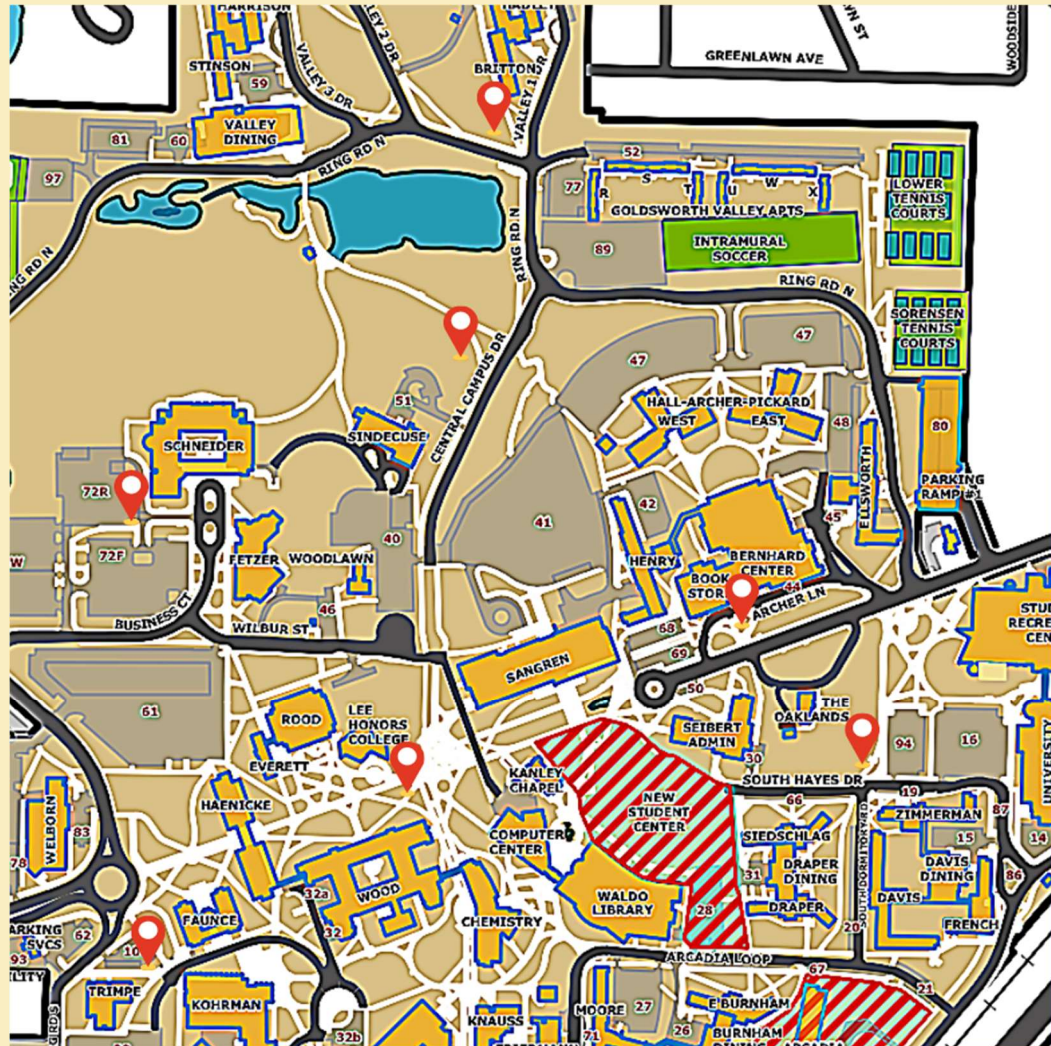
Promotion

The Commission has provided reference and resources on how to promote and market student's respective RSOs. The Commission has also laid down several promotion requirements specifically regarding the WSA logo and SAF logo.

Item	Description
Branding & Logo	<p>RSOs are encouraged to create a brand, which is typically a set of features that distinguish one organization from another. A brand usually consists of a name, tagline, logo or symbol, design, brand voice, and more.</p> <p>The Commission logo and SAF logo must be on all publicity materials of events funded by the Commission. The RSO is expected to submit all publicity materials of events to the WSA Vice President of Public Relations, Michelle Herrera (wsa-vppr@wmich.edu) before releasing it to the public. If the RSO fails to include the Commission logo and SAF logo on all publicity materials, future funding opportunities could be jeopardized.</p> <p>The Commission logo and SAF logo can be downloaded here:</p> <ul style="list-style-type: none"> • WSA Logo • WSAAC Logo • SAF Logo
Social Media	<p>RSOs are recommended to create around three (3) posts for each event: a week before, the day before, and the day of the event.</p> <p>RSOs are encouraged to be registered as official WMU Social Media Pages under the Office of Marketing and Strategic Communications (MarCom). This is beneficial for RSOs as they may be listed on the web pages of a corresponding office, department, or program. The link to register is https://wmich.edu/social/register. RSOs must follow the guidelines stated in https://wmich.edu/policies/social-media</p>

RSOs can contact WSA Vice President of Public Relations, Michelle Herrera (wsa-vppr@wmich.edu) if they wish to promote their event on WSA Social Media platforms.

1. Great Pillars



Physical
Posters

1. Outside of Bernhard Center
2. Between Flagpoles and Wood Hall
3. Central Campus Drive (at the walkway junction to Valley Neighbourhood)
4. At the corner between Valley 1 Drive and Ring Rd. N
5. At the corner between South Hayes Drive and Lot 94
6. Behind Trimpe
7. Outside of Schneider Hall

2. Bernhard Center Display Cases

The Bernhard Center has 12 display cases available for RSOs. RSOs can reserve a display case through <https://wmich.edu/studentcenter/reservation>. RSOs must follow the guidelines stated in <https://wmich.edu/studentcenter/policies/marketing>

3. Housing and Residence Life

<https://wmich.edu/housing/postingpolicy>

4. Student Recreation Center

<https://wmich.edu/rec/about/policies#posting>

Electronic Posters

1. Students can advertise their event or RSO in the Bernhard Center's student lounge TVs. Here's the link to request: <https://wmich.edu/studentcenter/indoordigitalrequest> and <https://wmich.edu/studentcenter/marqueerequest>
2. RSOs can send a mass email with their posters attached to a mailing list. However, RSOs must follow the guidelines stated in <https://wmich.edu/policies/mass-email>

Tabling

RSOs are encouraged to organize tabling to promote their event and/or their organization, as well as engage and connect with students. Students should prepare information sheet hand-outs, sign-up sheets, business cards, and/or well-designed brochures about the event and/or the student's organization to ensure effective tabling. Students should actively engage with passer-by and approach them. Tabling can include interactive activities like having promotion items as prizes and videos to showcase event or RSO. RSOs should also invest in tablecloths and banners with RSOs respective logo to ensure their branding sticks.

The below table is some potential venues for students to table their event and/or their organization on campus.

Location	Contact or Reservation
Bernhard Center	https://wmich.edu/studentengagement/tables
Flag Poles	https://wmich.edu/studentcenter/outdoor-reservation
Sangren Hall	https://wmich.edu/education/room-reservation

	Student Recreation Center Christopher Voss (Chris), Senior Associate Director of Business Operations https://wmich.edu/rec/directory/voss
Chalking	<p>RSOs are encouraged to chalk sidewalks to promote their event and/or their organization. This form of promotion is far more convenient because no application is needed. However, RSOs must follow the guidelines stated in https://wmich.edu/policies/posting</p>

Invitation

RSOs are expected to invite Commission members via the Commission Chair to RSOs meetings and/or their event.

STEP 7: POST-EVENT

The RSO representative or WMU Student that applied for Event Funding, Bronco Funding, or Collaboration Funding, is expected to complete a [post-Event completion form](#).

ACKNOWLEDGEMENTS

The Spring 2022 Allocations Packet is developed by Commission Chair Narendaran Mageswaren, Commission Vice-Chair Cheng Kidd Sun, Commission Treasurer Bhargav Gali, and Commission Secretary Murali Thangadurai. Their collective and relentless hard work throughout the 2021 Winter Break has made this packet possible. The Commission acknowledges and appreciates their passion and commitment to bring the Commission to greater heights.

The Commission would like to express our gratitude to WSA President Alexis Morris and the WSA leadership team for their guidance and advice. Their collective knowledge and experience in the organization has helped in developing this comprehensive and detailed packet.

The Commission would also like to thank the Campus Activities Board (CAB) for their contribution in providing information on event planning and promotion.

A debt of gratitude is also owed to the Office of Student Engagement (OSE), specifically its Director, Mr. Chris Sligh, and its Administrative Assistant Senior, Ms. Valerie Ott for guiding us and making sure the Commission is on the right trajectory.

Last but not least, we would like to thank the Bernhard/Student Center for engaging with us to provide their resources, perspectives, and experiences in hosting RSO meetings and events.



wmu_wsaac



WSAAC.WMU



wsa-vpallocations@wmich.edu



wmuwsa.org/allocations



This document was produced on January 2022 by the Western Student Association Allocations Commission (WSAAC) and may not be produced without permission.