**Factors Impacting Decisions:**

* Benefit to UW-Stout campus
* On campus events will receive priority
* Fit within the mission of the Student Organization
* Priority will be given to unforeseen nature
* Collaboration and co-sponsorship between organizations

**Distribution of Funds: (‘For contingency processes’ is not a per event cap)**

1. Off Campus Events:
	1. No more than 6 events, including events funded through the Annual Budget Process.
	2. No funding for any travel outside of the continental United States of America
	3. Travel events that have transitioned to virtual events follow these funding rules
	4. Events not previously funded through the Annual Budget Process:
		1. *Professional Trips:*
			1. Limited to $3450 total for the Contingency Processes.
			2. Registration/ticket/entrance funding limited to $50 per person.
			3. Professional means related to a major, career progression, or industry networking.
		2. *Sports/Competition:*
			1. Limited to $2200 total for the Contingency Processes.
		3. *Group Social/Recreational:*
			1. Limited to $1,700 total for the Contingency Processes.
			2. Registration/ticket/entrance funding limited to $10 per person.
			3. Social events that do not support the mission of the organization are not considered for funding.
		4. *Organizational Leaders Trips:*
			1. Limited to $2,250 total for the Contingency Processes.
			2. Registration/ticket/entrance funding limited to $250 per person.
			3. Limited to four people per trip.
2. On Campus Events:
	1. Events previously funded through the Annual Budget Process:
		1. $2,000 limit per event (**this is in addition to the amount previously funded through the Annual Budget Process**)
	2. Events not previously funded through the Annual Budget Process:
		1. $4,500 limit per event
	3. Maximum of 5 events per semester, with one recruitment event not counting toward the cap.
	4. Virtual events held by student organizations or campus entities are considered On Campus events.
3. Event Supplies
	1. Event supplies are items intended for use at a single event, not including anything addressed by a different category.
4. Food in Support of an Educational or Cultural Event
	1. $500 limit per event (can be in addition to amount requested for on campus events)
	2. Maximum of 6 events including events previously funded through Annual Budget Process.
	3. Events must be held on campus
	4. Food must be purchased from University Dining Services
	5. Food must be open to and advertised to the entire campus (not a regular organization meeting)
	6. Food events must follow current University Dining Services COVID guidelines.
	7. The intent of food is to provide incentive to attend like beverages and appetizers– full meals are prohibited.
5. Food for Recruitment
	1. $150 per event limit for the Contingency Processes.
	2. Maximum of 2 new events in the Contingency Processes.
	3. Food events must follow current COVID guidelines.
6. Equipment
	1. $3000 limit for the Contingency Processes.
	2. No Apparel for promotion or personal use – team apparel (i.e. uniforms or safety equipment that stays with the club can be supported once every 5 years and is drawn from equipment caps.
	3. Equipment for single events, individual use, or solely off campus use is not supported.
	4. Equipment requests for the same items within 5 years will face more scrutiny, and organizations must demonstrate a need for the equipment.
7. Practice
	1. $2,500 limit for the fiscal year (Annual Budget and Contingency Processes)
8. Fundraising
	1. $500 limit per event.
	2. Maximum of 2 fundraising events per Contingency Process.
	3. No future funds can be drawn until previous funds are paid back.
9. League Dues
	1. $50/member up to $1500 total for annual team registration (no individual registrations can be paid per PP820)
10. Workshops
	1. Workshops will be limited to $15 per person per workshop.
11. Magazine/Newspaper Printing
	1. $4000 total limit, including events previously funded through the Annual Budget Process.
12. Group Development/Social Events
	1. $15 per person, limited to 2 events per academic year (including events previously funded through the Annual Budget Process) for on campus structured activity with a total cap of $750. (i.e. ropes course, escape room, etc.)
	2. Group development off campus is not supported unless it’s within Dunn County.
13. Salary
	1. Salaries are not funded
14. Prizes
	1. $400 per event up to 4 events (not meetings) per year, including events previously funded through the Annual Budget Process.
	2. No one prize can be valued at more than $200 without the Chancellor’s approval.
15. Contractual Services (ETC, Speaker, Entertainer, etc.)
	1. Professional: Professional speakers and performers; $1500 per contract, per org
	2. Honorarium: Industry experts, amateur performers, and alumni; $350 per contract, per org
16. Backyard Bash/Involvement Fair
	1. $300 maximum including events previously funded through the Annual Budget Process.
17. Homecoming Parade
	1. $150 maximum per parade unit, including funds previously approved through the Annual Budget Process.
18. Advertising/Event Printing
	1. $200 maximum, including funds previously approved through the Annual Budget Process
19. Organizational Promotion
	1. Limited to $3 per item, with a cap of $300, including funds previously approved through the Annual Budget Process.
20. Funding requests must be made for events, not regular meetings. If a request does not fit into any of the above categories, please reach out to the Director of Financial Affairs (ssafinancialaffairs@uwstout.edu).