

HOW TO APPLY FOR ETHNIC STUDENT CENTER STEERING COMMITTEE FUNDING



WHAT IS THE ESC STEERING COMMITTEE?

THE ESC STEERING COMMITTEE IS THE MAIN SOURCE OF FUNDING FOR ETHNIC STUDENT CENTER RECOGNIZED CLUBS. ESC STEERING COMMITTEE FUNDING IS FOR ESC RECOGNIZED CLUBS ONLY.

For more information please contact Nate Panelo, ESC coordinator ([PANELON@WWU.EDU](mailto:panelon@wwu.edu)).

WHAT IS MY TIMELINE?

Please follow the timeline provided:

- **Large Funding Requests** (dinners, showcases, speakers, conferences etc): Meet with ESC Coordinator AS LEAST 2 Months prior to event. Funding Request turned in AT LEAST 3 weeks prior to event
- **Small Funding Requests** (BBQ, club supplies, etc.): Meet with ESC Coordinator 1 Month prior to event. Funding Request turned in AT LEAST 3 weeks prior to event

When I doubt, the earlier the better.

HOW DO I START AN STEERING COMMITTEE FUNDING REQUEST?

1. Email/contact the ESC Coordinator to set up a meeting to talk about the request.
 - a. ALL ESC clubs requesting funds must meet with an Advisor before the request can be processed.
 - b. Come prepared to the meeting with financial figures in an itemized budget (does not have to be fully complete) and to answer all questions about the proposed programming
 - c. This meeting is intended to work out all discrepancies so that when the Steering Committee reviews the proposal all logistical issues have already been addressed and taken care of

NATE PANELO, ESC COORDINATOR, VIKING UNION 420, (360) 650.7172, [PANELON@WWU.EDU](mailto:panelon@wwu.edu)

2. Work with the Coordinator to complete the Steering Committee Funding Request Form **and** attach an itemized budget using the ESC budget template- these forms can be found at the AS Business Office website or going to the link below:
 - ESC Steering Committee Funding Request Form-
https://esign.wwu.edu/admcs/process/forms/AS/AS_escsc_fund_req.aspx
 - ESC Itemized Budget Template-
<https://esign.wwu.edu/admcs/process/forms/AS/ESC%20Steering%20Committee%20Funding%20Request%20Itemized%20Budget.xls>
3. Submit the completed online form to Nate Panelo (panelon@wwu.edu), no later than 3:00 pm the Thursday preceding the Steering Committee meeting to be on the agenda as an information item at

that meeting. Steering Committee operates on a two week cycle, the first week all request are reviewed as an information item. During the second week the request becomes an action item and will be voted on by the Committee. **Please be sure to follow the timeline above.**

4. Once the e-sign form is approved by the coordinator and the AS VP for Diversity, the AS Board Assistant will contact your club to join for the next Steering Committee meeting. Your item will be on the agenda as an information item at that meeting. Steering Committee operates on a two week cycle, the first week all request are reviewed as an information item. During the second week the request becomes an action item and will be voted on by the Committee.
5. At least one club representative must be present for both the Steering Committee meetings (not including your steering representative). If there is no representative then the request will be tabled until the following meeting. The club representative should be prepared to answer questions such as but not limited to; how the money would be spent, how this would benefit the student body of WWU, how the club plans to advertise, etc.
6. Steering Committee will vote on the club's request. If approved the funds will automatically be transferred to the club account. Any questions regarding the transfer of funds should be addressed to the AS Assist. Business Director or ESC Coordinator.

STEERING COMMITTEE FUNDING TYPES

- Underwrite - Steering Committee funds the club's request with the stipulation that ALL revenue is used to repay SC up to the original underwrite amount allocated AND/OR ALL unused funds are returned to the Steering Committee.
- Grant - The funds are granted outright and do not need to be repaid
- Loan - The requesting club assumes ALL FINANCIAL LIABILITY & RISK. ALL funds allocated in the form of a loan MUST be repaid to Steering Committee

Last edited on 9/6/13 by NP