School of Social Work

**PROCEDURE: Request for Student Activity Funds**

**Purpose:** The purpose of Student Activity funding is to support School of Social Work (SSW) student activities that reflect social work values of social justice and community engagement. The student activity funding is used to support group events and individual projects, with priority going to those activities that engage the larger SSW community.

**Types of Student Funding available through SSW:**

**FUNDS FOR STUDENT GROUP ACTIVITIES –** All SSW student groups are eligible for $150/year for expenses such as food at meetings, supplies for activities, etc. To be eligible for this funding, the group must update annually the description and contact information for their group at the following website: <http://socialwork.uw.edu/students/student-groups>

To access these funds, students should contact Nancy in the Student Services Office (suite 023 or [sswstsrv@uw.edu](mailto:sswstsrv@uw.edu).) No written application is necessary, but itemized receipts will need to be turned in for all reimbursements.

**FUNDS FOR STUDENT-LED EVENTS AND ACTIVITIES** – There is funding available for events and activities that exceed this $150 limit. These funds are available to student groups sponsoring the event, but students not affiliated with a student group may also apply. These requests will generally go through the Student Advisory Council (SAC), which meets usually monthly, so submitting the request as far ahead of time as possible is helpful.

1. Students must submit a funding request that includes the following information in a word document to Lin Murdock, [linm@uw.edu](mailto:linm@uw.edu):
   1. Name and contact information of person making the request
   2. Student group affiliation, if any.
   3. Date of submission of request
   4. Date, time and location of the event or activity
   5. Description of the activity or event
   6. Projected attendance of the event/activity
   7. Total amount requested (please attach an itemized budget)
   8. Description of how the activity or event furthers the mission of the SSW or promotes social justice values
2. Request for funds will be responded to within 30 days.
3. Students will be notified of the decision through the Office of Student Services and, if applicable, funds will be distributed through the Office of Student Services. Itemized receipts will need to be turned in for all reimbursements.

**Suggested guidelines for distribution amounts:**

1. The money will be distributed ahead of time throughout the year, with more money being saved for later in the year. This is based on the history that more student activities happen later in the academic year.
2. Funds may be requested for the following, but this list is not exhaustive:

* Social events to build community in the department
* Food and non-alcoholic drinks for student groups within the SSW for events
* An honorarium for a speaker to present at the school
* Materials needed for events (educational and social)
* Motorpool van rental for a group of students going to an event off campus
* Room rental for an event

1. No request should exceed $500.00. Requests of less than $150.00 will receive a faster response.
2. Decisions will be based on:
   1. Financial need
   2. Impact on the SSW
   3. Ability of students to raise additional/supplemental funds – we strongly encourage students to seek out other sources of funding.
   4. Event/activities impact on larger social justice values.