

UNIVERSITY *of* WASHINGTON

ALL ABOUT MONEY

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WHY DO RSOS NEED ACCESS TO FUNDING?

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Meeting group goals

- Promotion/Tabling
- Disposable supplies
- Durable Equipment
- Professional Development

Becoming a Registered Student Organization can help students rally around a specific topic. Sometimes that topic falls into a niche that existing UW resources don't fulfill. When this happens, funding can help them fill the gap.

GENERAL THINGS TO KNOW

Guidelines for funding from UW Budgets

- **UW Budget expenses need to be accountable and traceable:**
 - No blind cash or gift card disbursements
 - Purchases are made by UW budget managers
 - Budgets can be used to reimburse a purchase by check if receipts are provided that document the name of the person to be reimbursed.
- Certain UW Budgets need to be pre-approved for certain types of purchases
 - Only food-approved budgets can purchase food.
- Student fee purchases must benefit students in an equal-opportunity manner

TYPES OF FUNDING

Below are UW-managed funding options frequently used by RSOs.

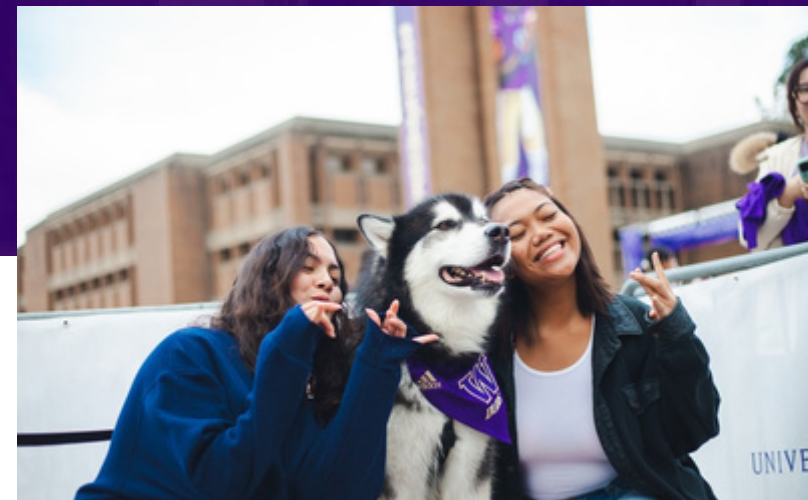
RSOs Only



RSO Operations

Budget for non-food supplies.

RSOs Only



Petty Snack Fund

UWAA food-approved budget.

Any Student



CEF/CTF

Funding for on-campus events and travel to conferences.

Any Student



Husky Sustainability

Funding for eco-friendly materials.

WHERE DO RSO FUNDS COME FROM?



**Service and
Activity Fees**



**UW Alumni
Association**

WHAT ARE SERVICE AND ACTIVITY FEES?

SAF is one student fee levied on students to pay for services that state money and tuition don't pay for, but which students want.

- Programs propose budgets every year.
- Programs also have two opportunities a year to request funding for unexpected expenses.
- **A committee of students chooses where money goes.**
- Decisions are made at public meetings.
 - You can advocate for programs you want funded!
 - As of Sept. 18, ASUWT is still hiring SAF Committee members.

<https://tacoma.uw.edu/student-fees>

RSO OPERATIONS FUND

SAFC

Supplies, equipment, and more

The Registered Student Organization Operations Fund is the largest portion of the Service and Activity Fee Budget for RSOs.

It can be used for non-food purchases:

- Disposable supplies
- Promotion/tabling
- Minor Equipment*
- Inexpensive Professional Development*

RSO OPERATIONS FUND

****Changes for 2025-2026: Equipment****

To address limited space on campus, equipment purchases will now only be approved if the RSO can provide a viable long-term storage plan.

Storage plans can include:

- Locker space
- An on-campus partner office (confirmation from partner required)
- Arranged cabinet space with CSI

Please do not request equipment before setting up a storage plan.

RSO OPERATIONS FUND

****Changes for 2025-2026: Subscriptions****

Subscriptions will only be processed by reimbursement.

Here's the process:

1. Write uwtclubs@uw.edu and nashd@uw.edu to describe what you want. Await a reply.
2. If "yes," submit a funding request.
3. Purchase subscription and send a receipt with your name to nashd@uw.edu.
4. CSI will process a reimbursement check.



NEW!

PETTY SNACK FUND

UWAA

Pre-packaged, shelf-stable snacks

UWAA's RSO Support Fund is an existing source of money that we previously added to the RSO Operations Fund.

This year, we've decided to take advantage of its freedom for purchasing food to create a **petty snack fund**.

This fund can be used for packaged, shelf-stable snacks for RSO meetings and events that are open to all UW Tacoma students.

lpetz@uw.edu

HUSKY SUSTAINABILITY FUND

SAFC

Ecologically friendly supplies

- Use the **HSF Supply Funding Request** application online to request supplies that address one of the following sustainability issues:
 - Greenhouse gas emissions
 - Buying used, refurbished, or locally made items
 - Equity
 - Buying fair trade or from businesses supporting marginalized groups
 - Health
 - Buying eco-friendly cleaning or chemical products
 - Waste
 - Buying reusable or compostable items
- Frequently used by RSOs for events

CAMPUS EVENT FUND

cleary2@uw.edu

asuwtvp@uw.edu

asuwtfin@uw.edu

Council for Campus Engagement

- **Funded by Services and Activities Fee (SAFC)**

- Traditionally, this fund has been used to support larger expenses for events
 - While it was funded this year, the Council currently has far less funding to work with that in years' past. Special Allocations will be sought out, but funding is never guaranteed from SAFC
- Campus Event Funds can be used to purchase event needs within University policies, including
 - Food
 - Decorations
 - Supplies
 - Prizes
 - Contracted Services

CAMPUS EVENT FUND

Council for Campus Engagement

- **Funded by Services and Activities Fee (SAFC)**

- Students, Faculty, and Staff can apply for the Campus Event Fund, by submitting an application with all the relevant details, including an accurate budget request
- Any event proposing a budget over 500 will be asked to meet with the Council for Campus Engagement to present on their idea
- Decisions are made by the Council for Campus Engagement, which is composed of students
- Any approved purchases will be made by the Center for Student Involvement and coordinated with Conor Leary
- **Funding is NOT GUARANTEED**

CONFERENCE AND TRAVEL FUND

Council for Campus Engagement

- **Funded by Services and Activities Fee (SAFC)**

- Traditionally, this fund has been used to support larger expenses for events
 - Same goes for Conference and Training Fund-- the Council currently has far less funding to work with that in years' past. Special Allocations will be sought out, but funding is never guaranteed from SAFC
- Conference and Training Funds can be used for:
 - Registration Costs
 - Primary Travel
 - Lodging
- Conference and Training Funds cannot be used for:
 - Food while at your conference
 - Secondary Travel
 - Amenities

CONFERENCE AND TRAVEL FUND

Council for Campus Engagement

- **Funded by Services and Activities Fee (SAFC)**
- Students can apply for the Conference and Travel Fund, by submitting an application with all the relevant details, including an accurate budget request
 - **8 weeks** from Conference if travel is needed
 - **6 weeks** from Conference if travel is not needed
- Any event proposing a budget over 1000 will be asked to meet with the Council for Campus Engagement to present
- Decisions are made by the Council for Campus Engagement, which is composed of students
- Any approved purchases will be made by the Center for Student Involvement and coordinated with Conor Leary
- **Funding is NOT GUARANTEED**

BEST PRACTICES

**How to increase the chances of
your RSO receiving funding**

- Apply early
- Be precise with \$ amounts
- Communicate with fellow officers about all money matters
- Have a Plan B

RSO BANK ACCOUNTS

Setting up an account

- Most banks and credit unions will require:
 - A letter from the Center for Student Involvement listing current officers and confirming that the RSO is in good standing.
 - An IRS Tax Identification Number (TIN)
 - Non-profit registration with the Washington Secretary of State.

RSO BANK ACCOUNTS

Our requirements

- **UW is not responsible for RSO bank accounts or their contents.**
 - We will provide the verification letter to the bank.
 - The RSO should identify the university as its address.
 - Statements go to RSO mailbox; beneficial if officers don't pass on the bank account information.
 - We will only approve on-campus fundraising for clubs with a bank account.

RSO BANK ACCOUNTS

Things to keep in mind

- You will be responsible for choosing who has access to the account. Choose wisely!
- You will be responsible for either passing the account information on to the next cohort of officers, or (if the RSO goes inactive) dissolving the account in accordance with state law.

FUNDRAISING

Raising money on campus

- RSOs must apply to host a fundraiser and display the approval certificate at the event.
- RSOs must have a group bank account with statements going to campus **before** applying to host a fundraiser.
- The following are the only ways RSOs may raise money on campus:
 - Item donation boxes.
 - Sales of items*
 - *Must be cleared by Use-of-University-Facilities chair.
 - Admission sales to events*
 - *RSO must rent the space for the event as an external client and purchase event insurance.
 - UW funds cannot be used for space rental or insurance.