

## **Student Subunit Rolling Equipment Fund**

**Purpose:** Provide funds for WI AFS student subunits to purchase equipment that can be used to promote the mission and objectives of the Chapter and Subunit, with a focus on providing experiential opportunities and recruiting new members.

**Amount:** The Chapter will allocate, pending approval of the membership at the Annual Business Meeting, \$1000 per budget year (between annual meetings). However, the incoming President, through consultation with the Executive Committee, may choose to remove this item from the budget if the Chapter's resources cannot support it.

**Allocation:** A total of up to \$1000 may be allocated in a single budget year; this allocation can be to a single subunit or spread across multiple subunits depending on subunit funding requests. If no applications are received or selected, the funds will not be spent, and the budget amount will remain \$1000 in the next budget year.

**Eligibility:** Any WI AFS student subunit is eligible. A subunit that receives funding may submit applications in future years, however, if multiple subunit applications are received, preference will be given to subunits that have not received funding within the last three years.

**Application:** A subunit should submit a written (email) request to the Chapter President. The application should state the total funding request and detail each equipment item they propose to purchase, including the cost and how that equipment will be used to further the mission of the Chapter and Subunit. A subunit can make only one request per year, so if considering multiple pieces of equipment, all pieces should be included in a single application.

**Application Deadlines:** The first deadline in a budget year will be March 1. If funds remain, the second deadline will be October 1, but funding requests cannot exceed remaining funds.

**Selection:** Shortly after deadlines, the Chapter President will conduct a discussion about applications with the Executive Committee (excluding subunit president(s) that submitted application(s)) and the chair of the Student Affairs Committee. The request will be funded if a majority of the Executive Committee approves the request. The Executive Committee reserves the right to allocate partial funding or to request additional information. Funding decisions will be communicated to the subunit president(s) and advisor(s) and announced at the next Annual Business Meeting (so that it will appear in the minutes as a permanent record).

**Reimbursement:** Following notice of approval, the subunit president will work with the Chapter Treasurer for reimbursement (preferred) of purchases or potentially to make payment to a vendor. Purchases should be tax exempt. The subunits should make every effort to have payments made at the same time to minimize the Chapter Treasurer's workload. All payments and reimbursement requests must be completed between the approval notification and January 15 in that budget year. Funds that were approved but were not used will remain with the Chapter.

**Date: 23 January 2024**