



# Contingency Rules

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2020-21 Fiscal Year

## 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:

- a) No more than 5 events, including events funded through the Annual Budget Process.
- b) No more than 2 new events not previously funded through the Annual Budget Process.
- c) No funding for any travel outside of the continental United States of America
- d) Due to COVID-19, no transportation, mileage, airfare, or similar travel expense can be supported.
- e) Travel events that have transitioned to virtual events follow these funding rules
- f) Events previously funded through the Annual Budget Process:
  - i) *Professional Trips:*
    - (1) Limited to \$1600 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.
  - ii) *Sports/Competition:*
    - (1) Limited to \$1000 total for the Contingency Processes.
  - iii) *Group Social/Recreational:*
    - (1) Limited to \$800 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.
  - iv) *Organizational Leaders Trips:*
    - (1) Limited to \$1100 total for the Contingency Processes.
    - (2) Registration/ticket/entrance funding limited to \$250 per person.
    - (3) Limited to four people per trip.
  - v) **This is in addition to the amount previously funded through the Annual Budget Process for the event**
- g) Events not previously funded through the Annual Budget Process:
  - i) *Professional Trips:*
    - (1) Limited to \$3250 total for the Contingency Processes.
    - (2) Registration/ticket/entrance funding limited to \$50 per person.



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- (3) Professional means related to a major, career progression, or industry networking.
  - ii) *Sports/Competition:*
    - (1) Limited to \$2000 total for the Contingency Processes.
  - iii) *Group Social/Recreational:*
    - (1) Limited to \$1,500 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.
  - iv) *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:
  - a) Events previously funded through the Annual Budget Process:
    - i) \$2,000 limit per event (**this is in addition to the amount previously funded through the Annual Budget Process**)
  - b) Events not previously funded through the Annual Budget Process:
    - i) \$4,000 limit per event
  - c) Maximum of 3 events per semester, with one recruitment event not counting toward the cap.
  - d) Virtual events held by student organizations or campus entities are considered On Campus events.
- 3) Event Supplies
  - a) 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
  - a) \$400 limit per event (can be in addition to amount requested for on campus events)
  - b) Maximum of 4 events including events previously funded through Annual Budget Process.
  - c) Events must be held on campus
  - d) Food must be purchased from University Dining Services
  - e) Food must be open to and advertised to the entire campus (not a regular organization meeting)
  - f) Food must be individually packaged, until we are no longer under UW-Stout's COVID-19 guidelines.
  - g) The intent of food is to provide incentive to attend like beverages and appetizers— full meals are prohibited.



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- 5) Food for Recruitment
  - a) \$150 limit for the Contingency Processes.
  - b) Maximum of 2 new events in the Contingency Processes.
  - c) Food must individually packaged, until we are no longer under UW-Stout's COVID-19 guidelines.
- 6) Equipment
  - a) \$2000 limit for the Contingency Processes.
  - b) 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.
- 7) Practice
  - a) \$2,000 limit for the fiscal year (Annual Budget and Contingency Processes)
- 8) Fundraising
  - a) \$500 limit per event.
  - b) Maximum of 2 fundraising events per Contingency Process.
  - c) No future funds can be drawn until previous funds are paid back.
- 9) League Dues
  - a) \$25/member up to \$800 total for annual team registration (no individual registrations can be paid per PP820)
- 10) Workshops
  - a) Workshops will be limited to \$10 per person per workshop.
- 11) Magazine/Newspaper Printing
  - a) \$3500 total limit, including events previously funded through the Annual Budget Process.
- 12) Group Development/Social Events
  - a) \$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.)
  - b) Group development off campus is not supported unless it's within Dunn County.
- 13) Salary
  - a) Salaries are not funded
- 14) Prizes
  - a) \$200 per event up to 4 events (not meetings) per year, including events previously funded through the Annual Budget Process.
- 15) Contractual Services (ETC, Speaker, Entertainer, etc.)
  - a) \$3000 for events not previously funded through the Annual Budget Process.
  - b) Additional \$1000 for events funded during the Annual Budget Process.
- 16) Backyard Bash/Involvement Fair



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- a) \$300 maximum including events previously funded through the Annual Budget Process.
- 17) Homecoming Parade
  - a) \$150 maximum per parade unit, including funds previously approved through the Annual Budget Process.
- 18) Advertising/Event Printing
  - a) \$150 maximum, including funds previously approved through the Annual Budget Process
- 19) Organizational Promotion
  - a) Limited to \$3 per item, with a cap of \$300, including funds previously approved through the Annual Budget Process.