



Contingency Rules

2019-20 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:

- Off Campus Events:
 - No more than 5 events, including events funded through the Annual Budget Process.
 - No more than 2 new events not previously funded through the Annual Budget Process.
 - No funding for any travel outside of the continental United States of America
 - Events previously funded through the Annual Budget Process:
 - *Professional Trips:*
 - Limited to \$1600 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$50 per person.
 - Professional means related to a major, career progression, or industry networking.
 - *Sports/Competition:*
 - Limited to \$1000 total for the Contingency Processes.
 - *Group Social/Recreational:*
 - Limited to \$800 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$10 per person.
 - Social events that do not support the mission of the organization are not considered for funding.
 - *Organizational Leaders Trips:*
 - Limited to \$1100 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$250 per person.
 - Limited to four people per trip.
 - **This is in addition to the amount previously funded through the Annual Budget Process for the event**
 - Events not previously funded through the Annual Budget Process:
 - *Professional Trips:*
 - Limited to \$3250 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$50 per person.



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- Professional means related to a major, career progression, or industry networking.
 - *Sports/Competition:*
 - Limited to \$2000 total for the Contingency Processes.
 - *Group Social/Recreational:*
 - Limited to \$1,500 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$10 per person.
 - Social events that do not support the mission of the organization are not considered for funding.
 - *Organizational Leaders Trips:*
 - Limited to \$2,250 total for the Contingency Processes.
 - Registration/ticket/entrance funding limited to \$250 per person.
 - Limited to four people per trip.
- On Campus Events:
 - Events previously funded through the Annual Budget Process:
 - \$2,000 limit per event (**this is in addition to the amount previously funded through the Annual Budget Process**)
 - Events not previously funded through the Annual Budget Process:
 - \$4,000 limit per event
 - Maximum of 3 events per Contingency Process.
- Event Supplies
 - Event supplies are items intended for use at a single event, not including anything addressed by a different category.
- Food in Support of an Educational or Cultural Event
 - \$400 limit per event (can be in addition to amount requested for on campus events)
 - Maximum of 4 events including events previously funded through Annual Budget Process.
 - Events must be held on campus
 - Food must be purchased from University Dining Services
 - Food must be open to and advertised to the entire campus (not a regular organization meeting)
 - The intent of food is to provide incentive to attend like beverages and appetizers– full meals are prohibited.
- Food for Recruitment
 - \$150 limit for the Contingency Processes.
 - Maximum of 2 new events in the Contingency Processes.
- Equipment



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- \$1500 limit for the Contingency Processes.
- 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.
- Practice
 - \$2,000 limit for the fiscal year (Annual Budget and Contingency Processes 1-3)
- Fundraising
 - \$500 limit per event.
 - Maximum of 2 fundraising events per Contingency Process.
 - No future funds can be drawn until previous funds are paid back.
- League Dues
 - \$25/member up to \$800 total for annual team registration (no individual registrations can be paid per PP820)
- Workshops
 - Workshops will be limited to \$10 per person per workshop.
- Magazine/Newspaper Printing
 - \$3500 total limit, including events previously funded through the Annual Budget Process.
- Group Development/Social Events
 - \$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.)
 - Group development off campus is not supported.
- Salary
 - Salaries are not funded
- Prizes
 - \$200 per event up to 4 events (not meetings) per year, including events previously funded through the Annual Budget Process.
- Contractual Services (ETC, Speaker, Entertainer, etc.)
 - \$3000 for events not previously funded through the Annual Budget Process.
 - Additional \$1000 for events funded during the Annual Budget Process.
- Backyard Bash/Involvement Fair
 - \$300 maximum including events previously funded through the Annual Budget Process.
- Homecoming Parade
 - \$150 maximum per parade unit, including funds previously approved through the Annual Budget Process.



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- Advertising/Event Printing
 - \$150 maximum, including funds previously approved through the Annual Budget Process
- Organizational Promotion
 - Limited to \$3 per item, with a cap of \$300, including funds previously approved through the Annual Budget Process.