

Architecture Student Organizations (ASO) Fund Request Guideline

ASAC - AIAS - NOMAS - WIA - SAH - SBMA - Gargoyle - APX

Purpose

The purpose of the ASO Fund (Architecture Student Organizations Funds) is to provide financial assistance to student organizations for event planning that is otherwise impossible.

Available Funds

The majority of the ASO funds are generated from the weekly Pizza in the Atrium sales. Therefore, only organizations participating in the fund raising efforts are eligible for ASO funds requests. While ASO funds are available for request throughout the year, ASAC will retain necessary funds needed to operate the weekly pizza sales. It should be noted that only approximately \$400 of ASO fund rolls over for the upcoming academic year. As a result, unused funds from the past were used for end-of-the-year all-school events or purchases that benefit the entire student body or ASOs.

Fund Request Restrictions

The fund request guideline is subject to revision by ASO presidents at the beginning of each academic year. In order to receive funding from the ASO, the following stipulations must be abided:

- A. The event will enrich the understanding of Architecture as a profession and discipline or strengthen connections within the School community (between students and faculty, between grads and undergrads, across graduate options, between students and alumni, etc.).
- B. The event is related to the mission or focus of the responsible organization(s).
- C. The event would be difficult or impossible to fund from other sources (membership fees, sponsors, University's SORF, funding etc.).
- D. The event advertises the school and its program to prospective applicants, the School of Architecture, the campus, or the greater community.
- E. The event complies with all relevant University regulations and policies.
- F. No admission may be charged for the event or must be used to reduce the cost to all students equally.
- G. No prize money will be awarded at the event.
- H. No membership restrictions for attendance.
- I. ASO money is to be supplemental in funding the event and not be the sole source for funding, or to the discretion of the president's votes.

ASO Fund Request Procedure

The following fund request procedure must be strictly followed. The procedure is subject to revision at the first Leadership Retreat at the beginning of the academic year.

Step One: Fill out the ASO fund request form 2-3 weeks in advance of the event, and submit it to asac.illinois@gmail.com. The fund request form will be posted on the ASAC website.

Step Two: Fund request will be forwarded by ASAC presidents to all presidents for voting. The voting will take place for one school week.

Step Three: The votes will be arranged from largest to smallest amount and the median value (the 5th vote) will be the amount awarded. The results will be forwarded to the Director's Office for final approval.

Step Four: Upon the Director's approval, the requesting president will be informed of the status of the request.

Step Five: The ASO fund will be distributed in the form of a reimbursement. The organization must turn in all itemized receipts to Vicki at 117C TBH. Please print the UIN of the individual who is to be reimbursed on the receipts.

Questions? – Questions should be directed to the ASAC co-presidents at asac.illinois@gmail.com