



ACADIA STUDENTS' UNION FUNDS

- Student Activity Fund
- Wellness Fund

Acadia Students' Union

Step Description

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Vice President Finance and Operation (2021-2022 academic year)



Acadia Students' Union

Student Activity Fund

The Student Activity Fund is available to encourage hosting and participation in students focused events on and off campus. The fund is a joint initiative of the ASU and Acadia University. The fund focus' on student travel, networking events, club events, and other programming opportunities.

Wellness Fund

The wellness fund supports wellness initiatives on campus. The wellness fund assists in providing financial support to student programming initiatives that benefit wellness. Applications to the wellness fund focus on supporting an individual's overall well-being by reaching a group of Acadia students on campus.

Funding Items and Categories

Student Activity Fund

Applications must be completed before the due dates which can be found in the attached appendix.

The following items may qualify for funding:

Conference travel (CANNOT be for Academic Credit)

- Accommodation
- Travel
- Registration fee, etc¹

Building and facility rentals

Staffing and security costs

AV equipment rentals

Event decorations

Banquet fees

Group travel

Guest speakers

Posters, flyers, and other advertisements

- Presenting research conducted at Acadia University
- Other items may qualify for funding (please contact the VP Finance and Operations to discuss before submitting and an application)

Ineligible items include:

Promotional or participant clothing purchased outside the ASU.

Alcohol or liquor

Debt payments of an organization

Academic Courses (in and outside Acadia)

¹ Funding would come after you provided the proof of registration, (itemized invoice). \$50 to \$250.00 is range for this section.

Funding Items and Categories

Wellness Fund

Funding categories:

- Professional
 - Workshops
 - Conferences (Hosted on Acadia's campus)
 - Guest Speaker

- Personal
 - Fitness
 - Mental Health

- Conditional Financing Available.
 - \$250 for environmental and cultural initiatives on campus
 - \$100 to \$1,000 for bringing in a guest speaker.

Criteria and Requirements for Applications

Student Activity Fund

Criteria

Requirements for Applications

- Application form
- A letter of support written by you and addressed to the Financial Affairs Committee (Student Funding Committee) must be attached to the application, describing the justification, support, and potential for the initiative. The letter must also include an outline of what you or your group has done to fundraise to support your request.
- Budget for your event
- Approval in advance from the Campus Engagement Manager for your event.
- Including ASU as a co-host/sponsor on all advertising and promotional material related to the event. Posts for social media should be provided to the Vice President, Events and Promotions at least 10 business days before your event.
- All clubs or societies applying for funding must be ratified by the ASU and hold a BMO community account.
- A follow-up report must be submitted no later than one week after the completion of the initiative detailing the outcome to the Campus Engagement Manager.

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Process of Funding Approval

1. Submitting Application

The online application is available on the ASU website under funding. Registered Acadia students can apply to the student activities fund. Clubs or societies must be ratified to apply to the student activities fund. The Wellness fund is available for students, staff and faculty requests. When staff and faculty are applying, please provide a letter of support from a student which includes how your request will enhance student wellness. (The budget sheet is attached in this document as Appendix.)

a) There are five due dates over the school year:

August 1st, 2021

October 1st, 2021

November 1st, 2021

February 1st, 2022

March 1st, 2022

2. Campus Engagement Manager Review

- a) The manager will review the application to ensure that it has been submitted complete. If there is missing information the application will be considered incomplete. The Campus Engagement manager will be in contact to request any missing information. Only complete submissions will be considered for review by the Financial Affairs Committee.
- b) The manager also will review the requested amount to ensure the request is accurate based on industry pricing. Please include quotes when possible.
- c) Once the application has been reviewed and all information contained has been deemed complete the applicant will be notified their submission is complete and will be reviewed by the Financial Affairs Committee

3. Correcting the Application (if needed)

- a) If there are any requests from the Campus Engagement Manager related to the application, they will require immediate attention. The application shall be treated as incomplete and will not be reviewed.

4. Processing the Financial Affair Committee

- a) Once the Campus Engagement Manager reviews the application and has deemed it complete it will be sent it to Vice President, Finance and Operation of ASU, who is a chair of the Financial Affair Committee (Student Funding Committee).
- b) The ASU VP Finance and Operation will review the application for presentation at the Student Funding Committee.

5. The Committee Discussion

- a) The committee will meet within two (2) weeks from the due date. The Committee will discuss the application to determine funding. All decisions will then be made to the Campus Engagement Manager within a week from the meeting by VP Finance and Operation.

6. Funding Approval

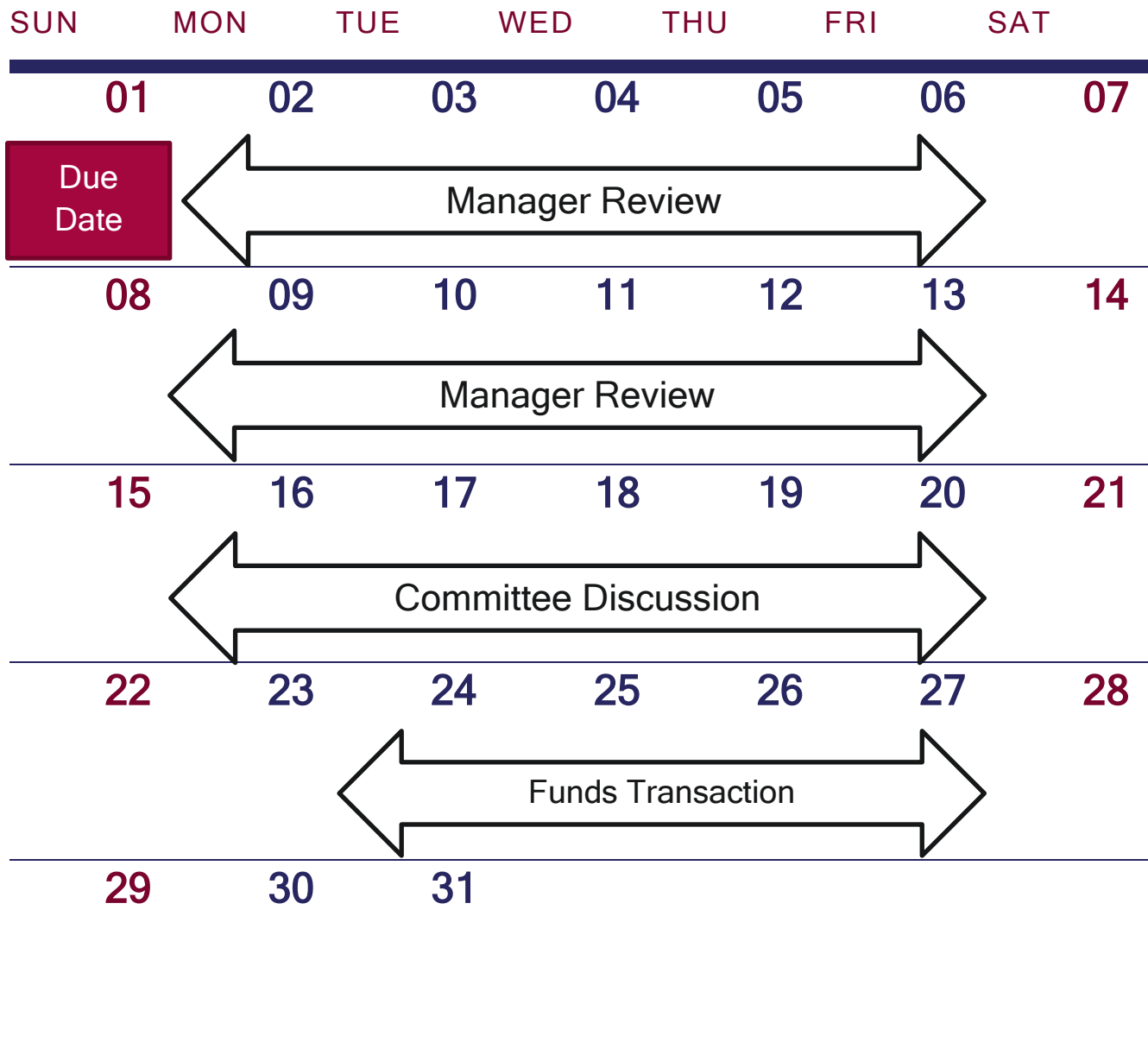
- a) After the application has been approved by the committee, the VP Finance and Operation will work with the ASU Finance Office to process funding.
The approved capital will be issued within 10 business days via e-transfer or when this is not possible a cheque may be issued.

7. Review the Usage of Funds

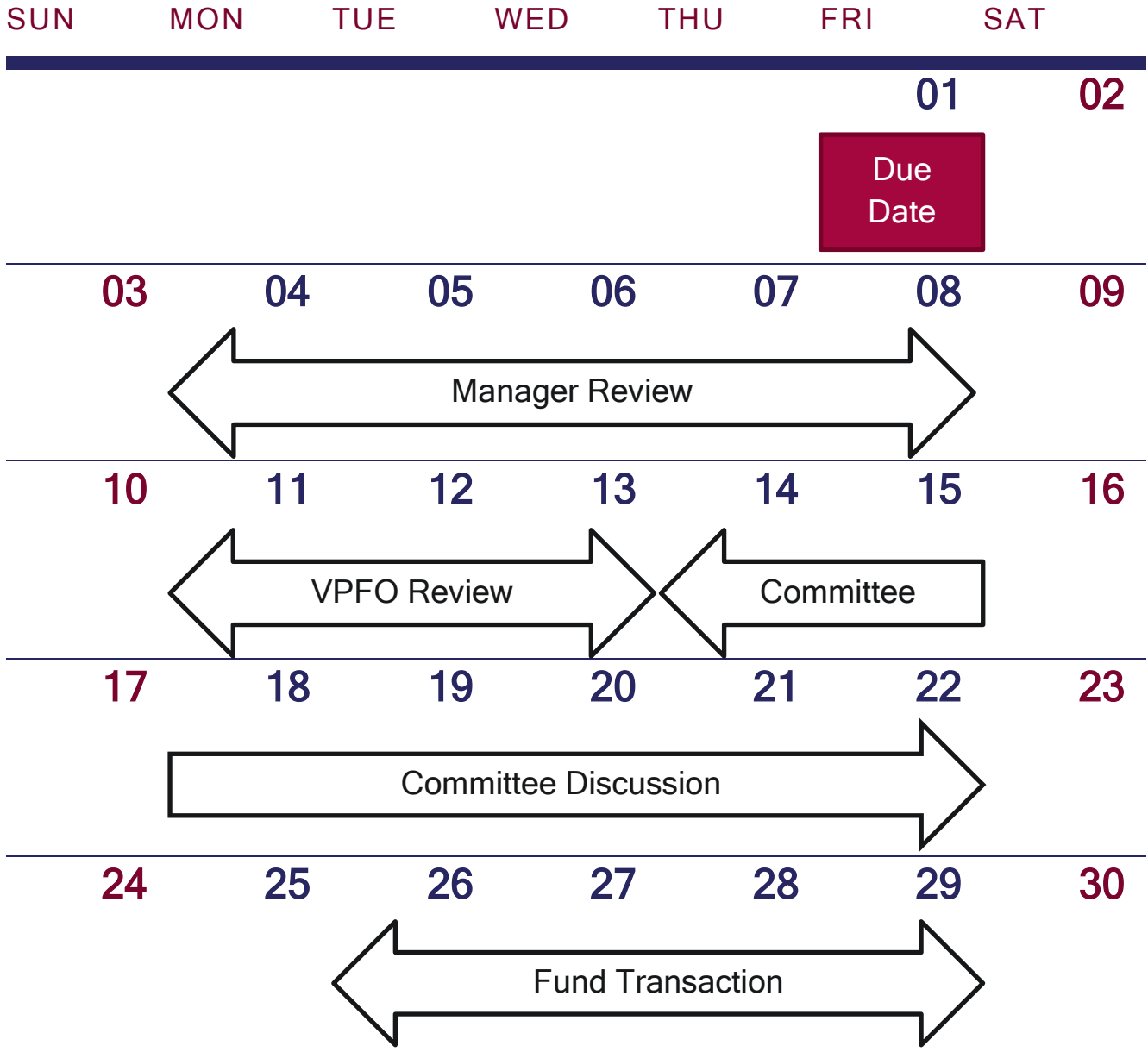
- a) Following the event, the Vice President, Finance and Operation will contact the group requesting information on how the funding was used by the organization/club/person. The VP Finance and Operation will then publish a monthly report to show how the funding was able to support students.

Potential Schedules

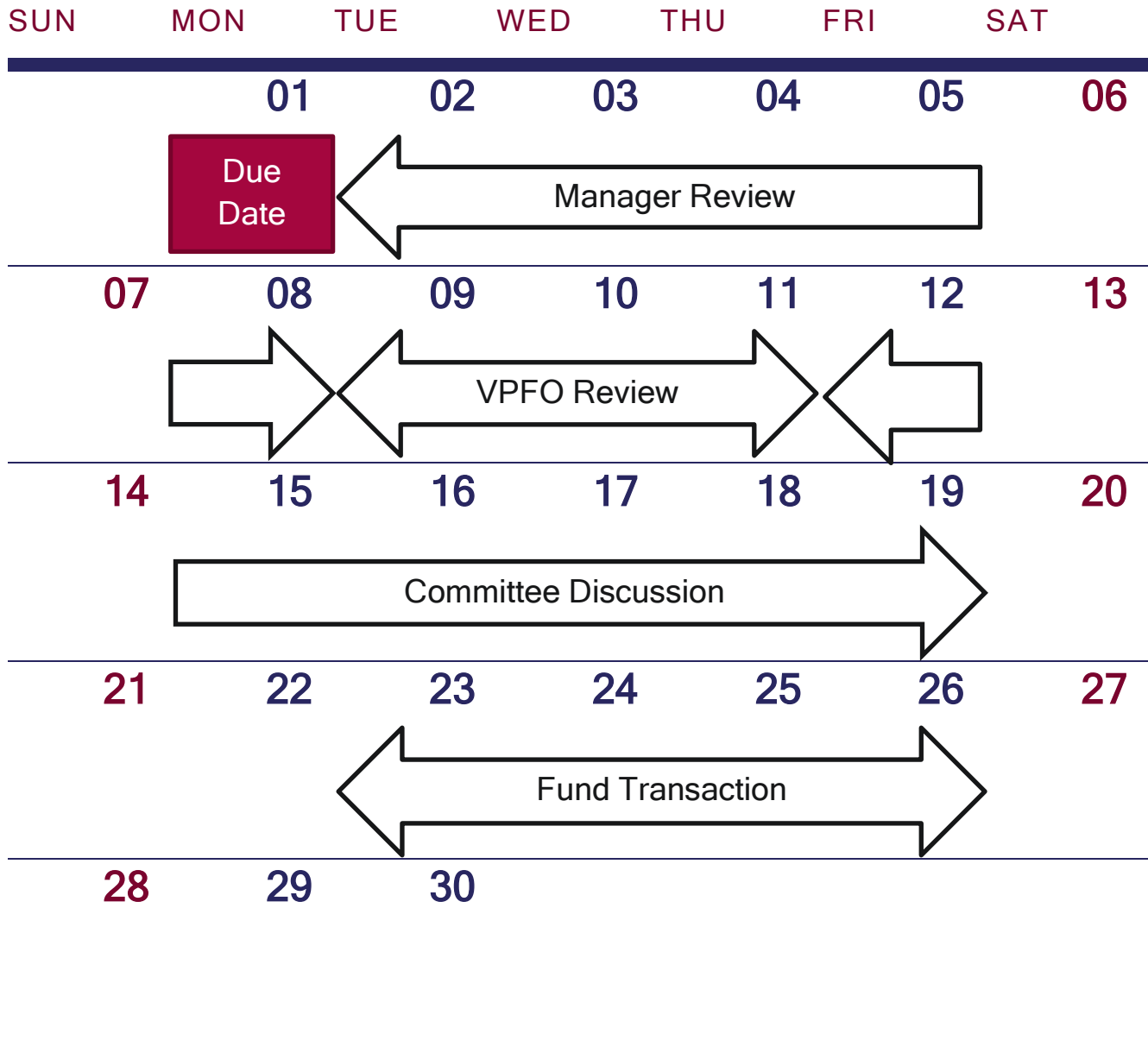
AUG 2021



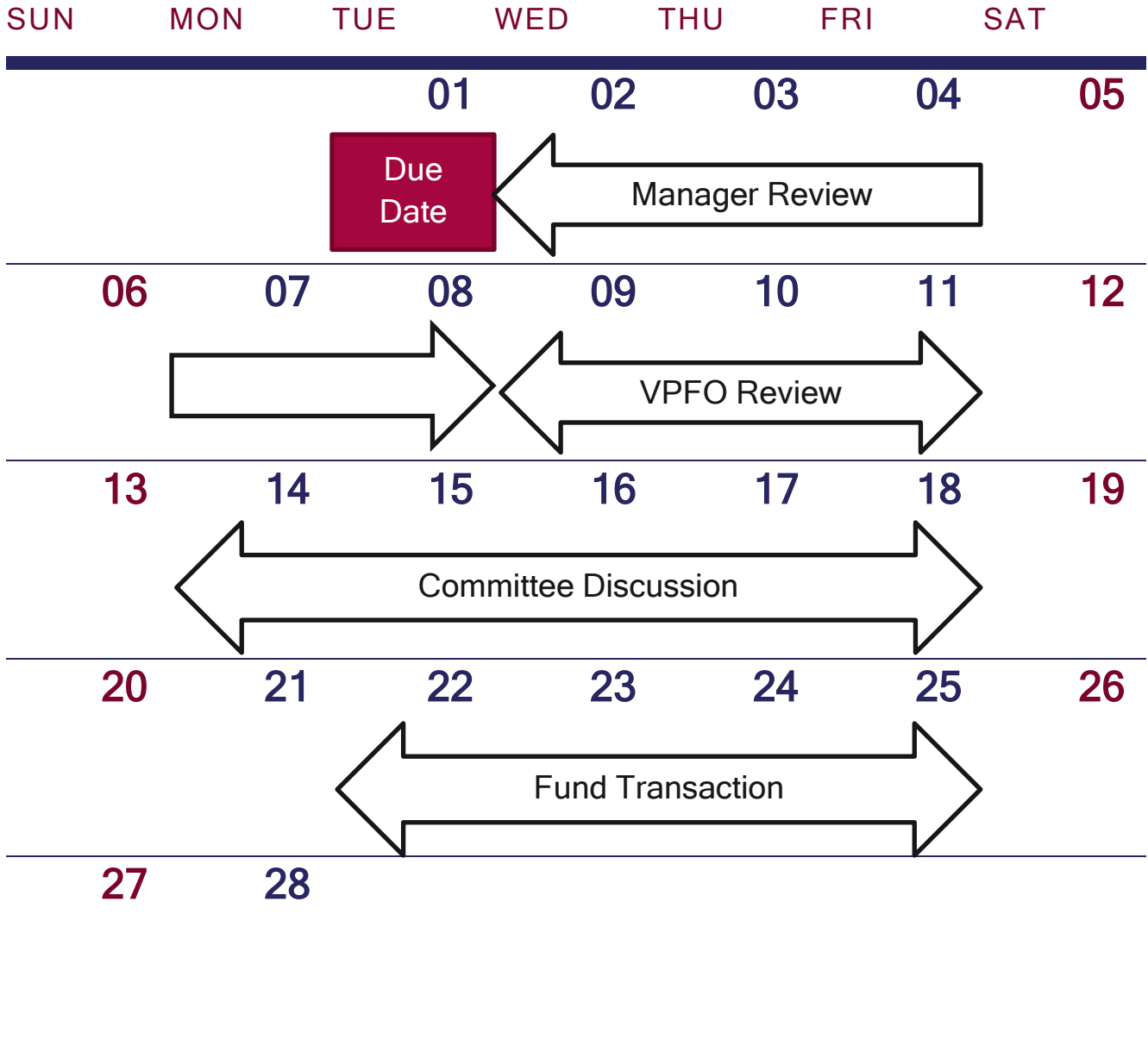
OCT 2021



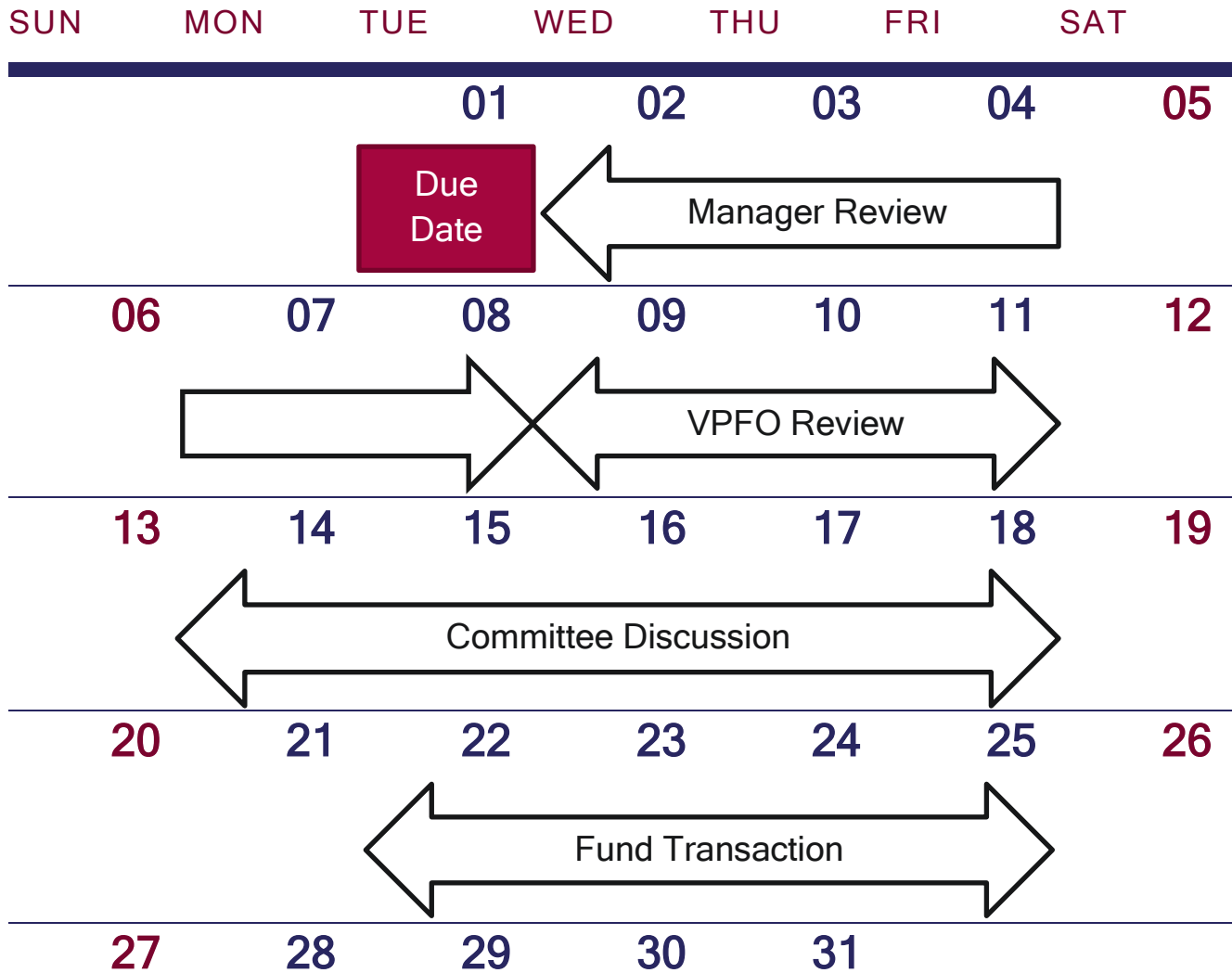
NOV 2021



FEB 2022



MAR 2022







***We do NOT review your application between March 2nd, 2022, and July 31st, 2022.**

Appendix. “Budget Sheets”

Budget for Event:

Car rental(3 days)	\$186.62
Insurance (4 days)	\$56.00
Rent Screen	\$0.00
Rent Projector	\$0.00
5 Pizza	\$99.42
Total:	\$355.42

Intermediate SUV	
Toyota RAV4 or similar Automatic	
VEHICLE	EDIT
Time And Distance 2 Day(s) @ CAD 79.97 / Day	CAD 159.94
Unlimited Kilometres	Included
EXTRAS	ADD
-	
TAXES & FEES 	CAD 26.68
ESTIMATED TOTAL	CAD 186.62

YOUR ORDER	CANCEL ORDER
DELIVERED TO 15 HORTON AVENUE WOLFVILLE NS	EDIT
FOR MONDAY JUNE 29 th ARRIVING AROUND 8:30 PM ADT	EDIT EMPTY CART
 5  MEDITERRANEAN	\$86.45 EDIT REMOVE
Crust: Original Crust Size: 10" Small Cheese: Full: Feta(X), Pizza Mozzarella(X) Veggies: Full: Fresh Mushrooms(X), Spinach(X)	
ADD MORE ITEMS →	PROCEED TO CHECKOUT → Subtotal \$86.45
Have an offer to apply? MyBP offers & promo codes can be applied at checkout.	

The quotes are required to submit together.

The budget sheet contains following:

- Subtotal of each item
- Explanation for the amount (E.g. Invoice, Quote, Resources, Email confirmation of the amount, etc)
- Total