Women’s Student Activist Collective
1/23/2014

Student Services Fee Request for the 2014 - 2015 Academic Year

Address
300 Washington Ave SE, Ste 215, Minneapolis, MN 55455

Phone Fax Email

wsac@umn.edu

“We acknowledge that the Fee Committee does not award actual dollars, but rather a penny fee that earns dollars based upon student enrollment levels. Any differences between anticipated and actual income resulting from changes in enrollment are the responsibility of the student organization, not of the Fee Committee.”

Carla Wilson
Brittany Bastian

Preparer’s Name Co-Preparer’s Name

Wils1266@umn.edu basti050@umn.edu

Preparer’s Email Co-Preparer’s Email

Is your organization an IRS 501 (c)(3) not-for-profit? Yes X No

If yes, please provide proof of your organization’s 501(c)(3) status.

Funds are being requested for (check all that apply):

General Operating Support: X Start-Up Costs: Capital:

Project / Program Support: X Technical Assistance: Other (List):

Budget

SSF Dollar Amount Requested $33,532.40
Total Annual Organization Budget $34,177.40
Total Program Budget (apart from General Operating) $23,707.00
Section 1: Narrative
Please use the following guidelines to provide a description of your organization:

- Brief summary of organization history, including date of establishment
- Organization mission/vision statements, inclusive of organizational goals
- Describe your organization’s relationship with organizations of like mission
- Illustrate the need for your organization within the University community, inclusive of how your organization meets this need
- Detail the student benefit derived from your organization, whether or not students utilize services
- Describe student involvement within your organization

Section 1: Narrative

History of the Women’s Student Activist Collective

1891 - Twelve sophomore women founded the University-Young Women’s Christian Association.

1940 - U-YWCA moved to its office in Coffman Memorial Union.

1946 - U-YWCA began a seminar focused on marriage, which helped establish the University’s Family Social Science department.

1973 - UMN Women’s Studies Department was founded with support and assistance of U-YWCA.

1975-1977 - U-YWCA contributed to the movement to establish the Student Cultural Centers; the Black Student Information Center was housed at the U-YWCA.

1985 - The name of the organization was officially changed to University-Young Women (U-YW), reflecting the organization’s departure from U-YWCA’s values, which excluded transgender individuals.

1986 - U-YW officially separated from the Minneapolis YWCA. This eliminated funding from United Way; due to budget cuts, staff was reduced to one half-time person.

1988 - The student cabinet structure was altered to that of a collective, therefore emphasizing a non-hierarchical structure and creating an open forum for discussion and decision making.
2002 - The U-YW changed its name to the **Women’s Students Activist Collective (WSAC)**, to reflect our social justice roots and values.

2009 - WSAC revised its mission statement to include transgender and gender nonconforming individuals. This **new mission statement** reflected WSAC’s assertion that sexism and gender oppression exists **beyond the gender binary** and was a response to many feminist organizations which exclude trans* and gender nonconforming individuals.

2011 - WSAC created **two paid internship positions** in order to **maximize our efficiency** and allow our members to grow as **leaders**. The decision to pay WSAC’s interns (a modest wage) was due to our continuing opposition to the exploitation of unpaid labor and the privilege involved in having the ability to take unpaid positions.

2013 - WSAC has developed a concrete structure of **accountability and responsibility** to maximize the **efficiency** of the collective and develop the **leadership capacity** of our members. We also restructured our meetings to include a discussion on relevant current topics regarding social justice.

**WSAC Mission Statement and Vision**

WSAC’s mission is to empower women, transgender, and gender nonconforming people to make positive changes in society by eliminating interrelated inequalities that produce oppression, with a focus on gender and sexuality.

WSAC’s vision is to serve as a resource and cultural center for all women and students at the University. We continually strive to welcome and provide a service to students of all backgrounds.

We provide students and community members with a space to enrich their understandings of contemporary social issues, resources to encourage thoughtful deliberations, programming events to foster vibrant discussions, and to create a strong sense of community at the University.

**WSAC’s Goals**

- To serve as an activist resource center and cultural center for all campus and community members.
- To cultivate partnerships between student organizations, activists, and cultural centers.
• To provide programming to supplement the academic curriculum and provide opportunities to discuss, learn, educate, and lead both individually and collectively.

• To make the University a comfortable, non-sexist, non-heterosexist, non-cissexist environment for everyone, especially women, transgender, and gender nonconforming people, in order to create a sense of respectful community at the U.

• To bridge the gap between U students and the greater Twin Cities community, fostering lasting and mutually beneficial relationships between students, professionals, and community organizations.

**WSAC’s Relationship With Organizations of Like Missions**

WSAC has had a long standing relationship with the Gender, Women, and Sexuality Studies Department since members of WSAC helped found the department in 1973. In addition, the Women’s Center, formerly known as the Office for University Women, has been a long time supporter of our mission and programming. WSAC is unique in its extensive student involvement and leadership, programming aimed towards students, co-sponsorship opportunities, and collective structure.

WSAC has worked with many student organizations and cultural centers in developing and cosponsoring programming. To name a few, WSAC has co-sponsored events with the American Indian Student Cultural Center (AISCC), the Women’s Center, La Raza Student Cultural Center, Al-Madinah Cultural Center, the Muslim Student Association, Democracy Matters, Disabled Student Cultural Center (DSCC), the Transgender Commission, MN Public Interest Research Group (MPIRG), Students for a Democratic Society, University Pro-Choice Coalition (UPCC), Black Motivated Women (BMW), Queer Student Cultural Center (QSCC), Amnesty International, SHE, and Higher Education Consortium for Urban Affairs (HECUA).

Much of our recent work has focused on bridging the gap between student organizations, student activists, and the university and greater community. Additionally, we work as an activist resource center, partnering with other groups to hold events in our space, offering financial support and co-sponsored events as well as other valuable resources, like access to our computers, printer, and our library.

**Need for WSAC in the University Community and How We Meet This Need**

WSAC fulfills a fundamental need that is not met by any other organization on campus. We specifically and uniquely serve the needs of women, transgender, gender non-conforming, and queer students, while incorporating the intersectional issues of
race, class, ability, age, etc. WSAC provides leadership opportunities as well as a space to define for ourselves what feminist issues should be.

In a time when the reality of sexism is often denied and contested, we fight to bring systematic and social inequalities to light. Women, transgender, gender non-conforming, and queer individuals are still disproportionately victims of violence, as evidenced through the realities of rape, domestic violence, and intimate partner violence. These disproportionalities are even more prevalent towards women and trans* people of color. These people still have to be on guard in public places and do not have the privilege of feeling safe outside at night. In the workplace, women and members of the queer community are still underpaid, underrepresented within government and public office, and subjected to numerous forms of harassment. On campus, many conditions exist that deter students of marginalized communities from becoming fully engaged in the campus community and realizing their academic potential. Professors on the tenure track, members of the administration, and the public faces of this institution are overwhelmingly male, straight, and white. WSAC aims to center its programming around many of these issues of inequality by way of education and offering support to organizations who fight to create change.

WSAC provides women and queer identified people with numerous on-campus and community resources, leadership opportunities, a safe space to meet with others, and generally contributes to assuring the university is a place where students from all backgrounds can succeed.

**Student Benefit Derived, Whether or Not Students Utilize Services**

WSAC seeks to improve the campus climate for everyone, regardless of direct participation or gender. This mission is realized in three different ways: through the development of leadership skills for those involved in the collective; by committing ourselves to developing programming that fosters discussion and social change within the campus and larger community; and finally, by providing a resource center on campus where social equality for women, transgender, and gender nonconforming students is prioritized, thus ensuring that students’ perspectives are supported and respected.

The first way in which WSAC is beneficial to students who join the collective, the decision making body of our organization, is in providing a variety of leadership skills that will be helpful in the classroom as well as in future employment/professional situations. Collective members must spend time working through issues, providing much needed experience with group decision making, conflict resolution, and interpersonal skills. The paid internship positions further these opportunities for developing leadership and organizing skills among our members.
Programming is the second venue for serving the student body and helping to improve the climate for women, transgender, and gender nonconforming individuals on campus, as well as all members of the university community. **We aim for WSAC programs to be educational and entertaining, as well as empowering for all who attend.** For example, events such as Consent Week, screening of progressive feminist media, feminist discussion series’ (F Words), or WSAC’s Revolutionary Art Thing (WRATH), create space for vibrant interaction about oppressions and liberating social movements. Through the attention to current issues via these programs, **WSAC provides a forum for students to discuss, debate, and learn outside of the classroom** in a respectful and supportive environment. This creates a strong sense of community among the student body. Members of WSAC also learn how to plan and lead events, teaching them invaluable skills.

Third, our office space in Coffman Memorial Union is a **significant resource on campus.** We make this space and all the resources within it available to students and other groups, whether or not they participate in the Collective. It provides a safe and comfortable space for students to discuss current issues, engage in lively conversations, or to relax and utilize our library and computer resources. We have a wide variety of literature and films about women, gender, sexuality, race, and class issues. As the only student run feminist cultural center on campus, we provide a space that cannot be replicated or replaced.

WSAC helps ensure that the U of M provides needed services and resources to marginalized communities. Even if a student does not utilize our office or programming directly, we contribute to make the U of M a more accepting and respectful place for all members of marginalized communities and help improve the campus climate. This in turn benefits all members of the university community.

**Student Involvement within WSAC**

All fees-paying U of M students are eligible for membership in the Collective. WSAC requires that at least 2/3s of its decision making members be currently registered students. We are typically made up of only students. **Students are involved in all aspects of making the organization function successfully** -- bookkeeping and budgeting, general office work, program planning, meetings, recruitment, cosponsorships and collaborations, and so on. It is a priority that all members learn how to be involved in these aspects of running the organization, thus providing leadership skills that will be helpful to students in working with WSAC, future employment, and in volunteering for other organizations.

The Collective is the student governing board of WSAC and makes all important decisions regarding programming and general organizational functions. The Collective
members create opportunities for student involvement in the form of: internships, planning committees, office maintenance, budgeting and funds, supervision of the staff member, and recruitment of new members. Any person who attends weekly Collective meetings can be a Collective member. The flexible nature of collective structure ensures that our organization remains contemporary and dynamic, as new membership keeps established WSAC members in tune with current campus life.

In the 2013-2014 school year, we established roles for active members within the Collective to maximize the efficiency of programming events and to increase accountability. These roles include two campus outreach chairs, a programming coordinator, logistics coordinator, assistant programming coordinator, and a promotional chair which oversees WSAC’s social media presence. We also have a treasurer internship position to ensure budget transparency and fiscal responsibility. The treasurer works closely with the staff person to manage WSAC’s budget. As a result of these specific positions within WSAC, we have found that we are a more efficient and organized student group.

Collective members meet once a week for one and a half hours. The first half of the meeting is devoted to discussion of recent social justice topics, suggested by our members. The second half of the meeting is devoted to programming. At each meeting, one member facilitates discussion, ensuring that WSAC is a consensus-based organization. Meeting facilitation rotates to a different member each week. Individual collective members also serve office hours for a number of hours per week, during which they keep the office open to students and work on programs, office management, or other organizational responsibilities.

While Collective members are essential to the structure of WSAC, students have many other opportunities to get involved without the same degree of responsibility and time commitment involved in serving on the Collective. All students are welcome at any WSAC program and many students are involved in this way. However, students not in the Collective can also participate by joining specific planning committees, such as our WRATH planning committee. These committees consist of students and representatives from the Collective who plan and carry out a program to its completion.

All of WSAC’s programming is student run and lead, giving Collective members invaluable experience as organizers. Our programming brings attention to topics often neglected, such as gender oppressions and other inequalities. WSAC works to unite students, community members, community organizations, and student groups on campus.

Starting the Fall of 2011, WSAC created two paid internships for collective members who are ready to take on more responsibility and hone their respective
leadership skills. These positions were unfortunately cut from WSAC last year when the Student Services Fees Committee of 2013 deemed them unnecessary. This is something that WSAC would very much like to re-implement, as the organization has suffered from this loss. The efficiency and productivity of event planning has significantly decreased and organization in the office has deteriorated as well. The interns are charged with assisting staff in matters ranging from administration work to bookkeeping. Interns also have the option of taking on specific projects throughout the course of a semester. Thus far, the new internship positions have proven advantageous both to WSAC as we become more efficient, and to the general membership who gain invaluable experience that will aid them in future employment.

WSAC employs one part-time staff member who serves as a mentor/advisor, helps with bookkeeping and finances, and ensures that the collective keeps in contact with other campus and community groups. As an independently operated student organization with a long history, we have significant amounts of bookkeeping and historical material to keep track of. The current staff member has been involved with WSAC since 2009, and provides consistency and guidance when there is membership turnover. Drawing from her valuable experience with community organizing and social justice issues, she provides the collective members with resources, guidance, and facilitates the collective members’ growth as leaders and activists. The experience she brings to the collective cannot be replaced with fellow members because the purpose of the position is for the staff member to have had much more experience and expertise than the other members. She not only brings experience with running the organization (administratively), but serves as a mentor, which is not something that can simply be taught to every new generation of students in the collective.

Section 2: Organizational Chart

- Provide a block diagram that supplements the narrative section and details more clearly the structure of the student group. The organizational chart should provide a clear picture of the reporting structure, student involvement and programmatic areas.
WSAC has implemented a new structure, while maintaining the collective consensus-based decision-making that it has been known for. WSAC members can be a part of the Campus Outreach Team, Administrative Branch, or Programming Team.

The Outreach Team is comprised of Campus Outreach Chairs/Coordinators, our 2nd Floor Advisory Committee Representative, our Student Health Advisory Community (SHAC) Representative, and our Promotional Chair. The Promotional Chair is responsible for coordinating advertising for events and the collective, and overseeing the Design Head, and 3 social media Liaisons. Our Liaisons, who are not paid, have worked hard to increase WSAC’s online presence. On Twitter, we have a Powerful Woman of the Week series, and on Tumblr, we ask for submissions from followers. Both of these are examples of the hard work and dedication that our volunteer members demonstrate.

The Administrative Branch is headed by the Staff Person. This person takes care of numerous administrative duties and tasks for the collective, and oversees/participates in the team that prepares the Fees application, and the treasurer for the collective. The Staff person is extremely busy with these duties, and works hard to fit the amount of work necessary into the number of hours allowed by the limited budget.

The Programming Team is headed by the Programming Coordinator Chair, who is essential to running WSAC’s programs. This person makes sure all the logistical concerns for events are being addressed and is ultimately responsible for all of the programming. Because this member must work so hard, it would be extremely beneficial to have the ability to pay this member a modest wage for their work.
Use quantitative measures to indicate the degree of use and participation of services and programs within the student group. Figures should be used to demonstrate the impact the student group has on campus life and the collegiate experience of undergraduate, graduate and professional students. Consider the following details:

- Participation/attendance figures
- Survey results
- Number of students served

Section 3: Performance Report

2012-2013 School Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Co-sponsors</th>
<th>Date</th>
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<tr>
<td>Fall Activities Fair/Explore U</td>
<td></td>
<td>9/1/12, 9/12/12</td>
<td>2500+</td>
</tr>
<tr>
<td>Fall Open House/Feminist Falafels</td>
<td></td>
<td>9/12/12</td>
<td>50</td>
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<td>El Grito</td>
<td>La Raza Student Cultural Center</td>
<td>9/21/12</td>
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<td>Women’s* Self Defense Class: Discover the Strength Within You</td>
<td>The Women’s Center</td>
<td>9/25/12</td>
<td>25</td>
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<td>Breaking the Silence Around Relationship Violence: A Kick-off for Domestic Violence Month</td>
<td>The Aurora Center, Active Minds, The Women’s Center, Housing and Residential Life, Boynton Health Services, Inferfaith Campus Coalition, University Counseling and Consulting Services, Black Motivated Women, SHE</td>
<td>10/10/12</td>
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<tr>
<td>F-Word: Which Witch is Which with a Sandwich</td>
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<td>10/30/12</td>
<td>10</td>
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<td>Second Floor Trick or Treating</td>
<td>Commuter Connection, All Second Floor Centers</td>
<td>10/31/12</td>
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<td>SafeZone Benefit Concert</td>
<td>Queer Student Cultural Center</td>
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<td>The Invisible War Film Screening</td>
<td>The Aurora Center, Boynton Health Services, Global Health Impact Group, Community Engagement Scholars Program, SHE, Active Minds, Amnesty International</td>
<td>11/8/12</td>
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<td>Morphologies, Queer Performance Festival</td>
<td>20% Theatre Company, Pangea World Theatre, Rare Productions</td>
<td>11/9/12-11/19/12</td>
<td>1,000+</td>
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<td>Event</td>
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<tr>
<td>Clothing Swap</td>
<td>11/26/12-11/30/12</td>
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<td>Reproductive Justice in the Queer and Immigrant Latina Communities, featuring Miriam Perez</td>
<td>11/28/12</td>
<td>La Raza Student Cultural Center</td>
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<td>Fun Time Lunch Time</td>
<td>11/30/12</td>
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<td>SDS National Convention Report Back</td>
<td>11/30/12</td>
<td>Students for a Democratic Society</td>
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<td>12th &amp; Delaware Film Screening</td>
<td>2/1/13</td>
<td>NARAL</td>
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<td>Open House</td>
<td>2/7/13</td>
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<td>Panel Discussion: Third Wave Feminisms</td>
<td>2/12/13</td>
<td>Women’s Center, GLBTA Programs Office</td>
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<td>Consent Week</td>
<td>2/14/13</td>
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<td>Pro-Choice Resources Hersey Fund Bake Sale Fundraiser</td>
<td>2/25/13</td>
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<td>International Women’s Day Panel Discussion</td>
<td>3/7/13</td>
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<td>Pro-Choice Bowl-a-Thon</td>
<td>3/7/13</td>
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<td>Crafting Group for Activists</td>
<td>3/11/13</td>
<td></td>
<td>20</td>
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<tr>
<td>Education Rights Rally</td>
<td>3/14/13</td>
<td>SDS, La Raza</td>
<td>50+</td>
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<td>Pro-Choice Lobby Day</td>
<td>3/27/13</td>
<td>NARAL</td>
<td>1000+</td>
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<td>Transforming Our Communities: Winona LaDuke on Environmental Justice</td>
<td>3/29/13</td>
<td>Women’s Center</td>
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<tr>
<td>“My Name is NOT Baby!” Taking Action Against Street Harassment</td>
<td>3/8/13</td>
<td>Women’s Center, GLBTA Programs Office, Multicultural Center for Academic Excellence, Voices Merging, Office for Equity and Diversity</td>
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<tr>
<td>Alternative Sexuality and Kink Educational Workshops (ASKEW)</td>
<td>4/6-7/13</td>
<td>QSCC, Kinky U</td>
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<td>The Female Orgasm</td>
<td>4/10/13</td>
<td>Women’s Center, and others</td>
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<tr>
<td>Event</td>
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<td>Date</td>
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<td>Conference Safe Space</td>
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<td>4/13/13</td>
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<tr>
<td>Mental Health Awareness Day</td>
<td>Many university orgs</td>
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<td>Radical Art Thing (RATH) Week (Narratives for Social Change)</td>
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<td>April 2013</td>
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<td>He(art) Show and Auction</td>
<td>MN Aids Project</td>
<td>4/26/13</td>
<td>200</td>
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<tr>
<td>Campus Feminist Speech (ND)</td>
<td></td>
<td>4/27/13</td>
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### 2013-2014 School Year

<table>
<thead>
<tr>
<th>Event</th>
<th>Cosponsors</th>
<th>Date</th>
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</tr>
</thead>
</table>
| Activities Fair & Explore U                                 |                                                                             | 8/31/13, 9/11/13 | 2500+
<p>| MN Girls Are Not For Sale Benefit Concert                   |                                                                             | 9/11/13          | 150|
| Halloween “We’re a Culture, Not a Costume” Ad Campaign      |                                                                             | 10/2013          | 150|
| Malalai Joya: A Woman Among Warlords                        | Women Against Military Madness, Twin Cities Peace Campaign, Human Rights Center at the University of Minnesota | 10/16/13         | 100|
| Halloween F Word Discussion                                 |                                                                             | 10/30/13         | 15 |
| Fall Consent Week                                           |                                                                             | 11/4-15/14       | 150|
| W.A.R. (Women. Art. Revolution.) Film Screening             | HECUA                                                                       | 11/7/13          | 15 |
| Athens Boys Choir                                           |                                                                             | 11/12/13         | 30 |
| Jamie DeWolf Performance                                    |                                                                             | 11/22/13         | 50 |
| Sci-Fi F Word Discussion                                    |                                                                             | 11/26/13         | 10 |
| Forecast: Spring Open House                                 |                                                                             | 2/2013           | 50 |</p>
<table>
<thead>
<tr>
<th>Event Description</th>
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<tr>
<td>Forecast: Spring Consent Week</td>
<td>2/10-14/13</td>
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<tr>
<td>Forecast: The Naked I: Insides Out</td>
<td>2/14-23/13</td>
<td>1000+</td>
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<tr>
<td>Forecast: Southside Family Charter School Benefit Concert</td>
<td>2/20/13</td>
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<tr>
<td>Forecast: Fundraising Bake Sale (for local organization)</td>
<td>3/2013</td>
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<td>Forecast: Sports and Feminism F Word Discussion</td>
<td>3/2013</td>
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<tr>
<td>Forecast: Media’s Cultural Appropriation F Word Discussion</td>
<td>3/2013</td>
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<tr>
<td>Forecast: Education Rights Rally</td>
<td>3/2013</td>
<td>150+</td>
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<td>Forecast: International Women’s Day Event</td>
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<td>Forecast: Feminism in Video Game Media F Word Discussion</td>
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<td>Forecast: Mental Health Awareness Day</td>
<td>4/2013</td>
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<tr>
<td>Forecast: Clothing Swap</td>
<td>4/1-11/13</td>
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<tr>
<td>Forecast: WSAC’s Revolutionary Art THing (WRATH)- Documentary, workshop, open mic, performance</td>
<td>4/21-25/13</td>
<td>210</td>
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<tr>
<td>Forecast: Finals Week Cram Jam</td>
<td>5/2013</td>
<td>100</td>
</tr>
</tbody>
</table>

**All Events** 2013-2014 5,960

### Section 4: Reserve Accounts

- Any student group reserve accounts must be listed and described. Include the following:
  - Name of the account(s)
  - Current amount in the account(s)
  - Purpose of the account(s)
  - Additional information the committee may find helpful
Section 4: Reserve Accounts

- Name of Account: Platinum Business Money Market Savings
- Amount as of 1/18/14: $2058.07
- Purpose of Account: Previously, this account has been maintained for overdraft protection and operational reserves, and we were under the impression it was mandatory. This understanding was passed down through multiple staff people, but we now know it is not required. For this reason, we will absorb this amount into this year’s and next year’s budget. We have no difficulties with budgeting and planning, and therefore do not feel the need to keep this amount in an untouched account.

Section 5: Fees Request

- State the total amount of your student services fees request. Indicate whether this amount is a decrease from last year, an increase from last year, or if this is a first-time request. The Fee Committee will be particularly interested in the reasoning behind a fee increase.
- Regarding compensation for student employees, student group officers and/or professional staff; please include the number of compensated individuals, type of compensation (salary, hourly wage and/or stipend), compensation levels, approximate number of work hours (either per week or per semester) and general responsibilities/duties of compensated individuals.
- Please provide additional detail if you are requesting one-time, special or a significant funding increase as part of your SSF request. Include plausible/realistic plans, evidence that the applicant has thought through the facility, security, permitting and/or other requirements for putting on significant events, and demonstrate an understanding of the true full cost of the events or other applicant requests (where one-time, special or significant funding increases are included in the SSF application). The SSF Advisor is available to consult with applicants who wish to request one-time, special or significant funding increases.
- For groups requesting more than $15,000 in annual SSF support, indicate if your organization will be either 0%, 50% or 100% operational in the summer of 2015.
  - If your organization has an office, will it be open in the summer?
  - What programs and services will your student group offer in the summer?
  - How will students who pay Student Services Fees in the summer benefit from your organization?

Section 5: Fees Request

Total Amount Requested: $33,532
This is an increase from last year’s request of $30,726. WSAC is increasing the amount requested compared to last year in order to fund more intern wages (at only $8/hour, 4 hours/week) and increase the number of quality programs that we bring to the University of Minnesota community. We have added several new programs that have been very successful. Some of these newer and very popular programs include consent week, fundraising concerts, F Word Discussions, and a bake sale. In order to expand programming at this rate, we must fund them and the administrative costs associated with them. The additional programming requires more work for the staff adviser and the interns in the collective. Last year, when the Student Services Fees Committee cut WSAC’s salaries/wages budget, this severely damaged our ability to create quality programming and reach out to as many students.

WSAC is about 25% operational during the summer months. The Staff Adviser works only 1-2 hours/week in order to keep up with emails and bills/paperwork/taxes, etc. The Staff Adviser also works on the programming that will be coming up early in the school year, with help from the volunteer members of the collective who are in town during the summer months. They also work on events that require a lot of planning for months in advance, such as our big concert at the end of Fall semester.

Paid Staff/Interns Justification

WSAC recognizes that the accessibility of internships increases when interns receive compensation. Many students struggle financially to pay for college and expenses while attending school. These students may be unable to fully perform the duties of an intern because they must focus on financial survival. By providing a modest wage, WSAC allows these students to apply for the position, knowing they will receive some compensation that can help support their financial needs. In particular, WSAC’s core populations often experience employment discrimination based on gender, race, and/or sexual orientation. The internship positions enable these individuals an opportunity to work in a safe, welcoming environment, while receiving some financial support.

In recent years, the private sector has increasingly debated the use of unpaid internships, especially the legality, exploitation, and employer benefits. Backed by research, employers are beginning to realize the benefits of paid internships, including increased productivity, employee happiness, and higher skill level within the pool of applicants for an intern position. WSAC benefits from paid interns who can put more time into their work because they do not have to supplement it by significant outside paid work and is a more efficient organization because of intern work and dedication.

The interns are invaluable to WSAC’s ability to put on quality programming for the University of Minnesota community. Without the staff and interns’ work on
administrative and ongoing duties, it would be significantly harder for the WSAC members to complete these tasks in addition to organizing and putting on events. It is due to the interns’ hard work with finances, budgets, and online advertising for the collective that remaining members are free to focus on activism and campus community organizing. These designated positions help WSAC run efficiently and successfully. Without these positions, the campus community would have far fewer programs put on by WSAC.

Additionally, our internship positions allow the specialization of skills and interest areas. Not all members are willing/able to learn how to manage the organization’s finances due to its technical and mathematical demands. General members cannot simply step in and take on the duties of the treasurer easily. Therefore, it is reasonable to pay a modest wage for the intern who must work regularly, week after week.

Section 6: External Funding

- Describe your organization’s efforts to secure funding in addition to Student Services Fee income.
- Describe your organization’s financial need for Student Services Fee support that cannot be fulfilled with alternative sources of income.
- State the percentage of your budget that comes from Student Services Fee income and any other sources of revenue.

Section 6: External Funding

Because our organization focuses on fighting social justice issues in society and bringing attention to the many injustices faced by people of marginalized communities, it is uniquely difficult to secure funding from outside sources. WSAC has always reached out to community and campus organizations for cosponsorships on various events. Unfortunately, many community organization with similar goals are underfunded and cannot provide WSAC with financial help. WSAC gets 500 free condoms for being a Great American Condom Campaign Safe Site and we often get donations for our events from Smitten Kitten, a local feminist sex shop.

Without Student Services Fees, WSAC would not be able to hold events, educate students, and facilitate dialogue around these important topics. WSAC is one of few campus organizations that is dedicated to ensuring that this university is safe and welcoming for everyone. It is virtually impossible to secure funding without the help of Student Services Fees because so many social justice organizations in our community are underfunded and ignored. By providing funding to WSAC, Student Services Fees is
helping to ensure that every member of the university community has a resource on campus and a space where they are welcomed and respected.

About 98% of WSAC’s funding comes from student services fees, .0013% comes from fundraising, and .018% comes from other organizations. Most of WSAC’s funding comes from student services fees because other social justice organizations which we reach out to for financial help are being underfunded and therefore are unable to spare any amount for WSAC. Because underfunding is such a major issue for social justice organizations, most of WSAC’s fundraising efforts go to help these important community organizations.
Appendix A: Job Descriptions Document

Outreach and Promotional Team

Campus Outreach Chairs:
- Based on Events: Whatever is necessary for current projects you are working on
- Weekly: Updating Carla on progress/new projects/needs from collective members
- Semesterly: Coming up with more projects to increase membership and awareness of our group on campus

Promotional Chair:
- Based on Events:
  1. Creating blurbs for events (can consult with Carla or other team members for more info if unsure) and distributing information to Design Head, Facebook Liaison, Twitter Liaison, and Tumblr Liaisons for promotion
  2. Following up with Social Media Liaisons to ensure they are keeping all accounts active and promoting events
  3. Emailing event announcements to full listserv through WSAC account
  4. Letting Carla know if printed flyers should be ordered (how many)
  5. Keeping EVENT PLANNING googledoc up to date
- Weekly:
  1. Updating Carla on progress/issues/needs from collective for flyering
- Semesterly:
  1. Looking forward to future events and making sure the promotion is starting as soon as possible
  2. Making sure all Social Media Liaisons are promoting consistently and constantly for all events we know are coming up (whether short or long term)

Design Head:
- Based on Events:
  1. Create flyer or contract out the creation of the flyer
  2. Distribute to promotional chair and Social Media Liaisons ASAP upon the creation of the event

Facebook Liaison:
- Based on Events:
  1. Create Facebook events ASAP upon creation of the event
  2. Update Facebook page/group for continual promotion and buzzzzz
-Weekly: Update Carla with progress/issues/needs from collective
-Semesterly: Looking forward to future events and making sure all events are being promoted through their facebook events/invitations

Twitter Liaison:
-Based on Events: Event promotion through twitter, get blurbs from Promotional Chair
-Weekly:
  1. Keeping account active and generally creating/keeping buzzzzz
  2. Updating Promotional Chair so she can update Carla with any needs/issues

Tumblr Liaisons:
-Based on Events: Promoting events consistently, get blurbs from Promotional Chair
-Weekly: Keeping general activity on Tumblr account, reporting back to Promotional Chair so they can report to Carla any needs/issues

Administrative Branch

Staff Person (Carla):
-Based on Events:
  1. Overseeing outreach and promotional team, the treasurer, and programming team to ensure there are no major issues
  2. Providing consultation on issues, helping through past experiences
  3. Checking on progress and ensuring everyone knows what is expected of them
  4. Negotiate and finalize contracts and payment with artists (beforehand)
-Daily:
  1. Respond to emails, negotiate co-sponsorship requests, respond to questions from members, related organizations, other students/orgs
  2. Update budgets, monitor spending, keep financial records accurate
  3. Consistently engaging with organizations around campus/community and responding to their efforts to contact us in order to maintain contacts and presence, which makes it easier for us to obtain help with events later
  4. Entering hours into time card for collective transparency
  5. Keeping EVENT PLANNING googledoc up to date
-Weekly:
  1. Creating meeting agendas:
     § Collect co-sponsorship requests from throughout the week
     § Develop the discussion prompt
§ Go over progress of ongoing projects/events for topics of discussion
§ Getting budget as current as possible right before printing budget updates for the meetings
§ Evaluating budget items for discussion at meetings
2. Sending out meeting notes after the meeting
3. Following up with members about progress related to events/projects
4. Following up with people who have contacted WSAC for various reasons
5. Payroll processing for Staff member and Assistant Staff Member
6. Comparing planned spending to actual spending, evaluate issues
7. Reimbursement for members who have bought items for WSAC

-Semesterly:
1. Ensure all financial records are kept to the standards of SUA
2. Look ahead financially to ensure we will be in a good position moving forward
3. Prepare records for evaluation by SUA during SSFC presentation to request fees money for the organization in the following year
4. Overseeing promotion/planning for large events further out in the future
5. Making sure WSAC events and practices are in line with the mission statement and the image of WSAC (and any relationship with organizations and contacts) is consistent with our values

Treasurer/Assistant Staff Person:
- Weekly:
  1. Clearing transactions and recording them on paper
  2. Updating budget progress for comparison overall
  3. Updating event spending for comparison of planned vs. actual
  4. Keeping paper records organized for the Staff Person (financial and meeting notes)
  5. Miscellaneous tasks assigned by the Staff Person as necessary
  6. Keeping EVENT PLANNING googledoc up to date (budget aspects)

Programming Team

Programming Coordinator Chair:
- Based on Events:
  1. Ensuring all aspects of every event are planned and someone is directly responsible for them (Programming Coordinator Chair is indirectly and ultimately responsible for them)
§ Venue
§ Promotional information distributed to Promotional Chair/Liaisons
§ Food (if necessary)
§ Someone to be at event/stage manager
§ Any other logistical details (technology, permits, artists’ needs for the day of, etc.)
§ Getting co-sponsorships and funding if necessary

2. Keeping EVENT PLANNING googledoc up to date
3. Responding to any needs of promotional team members/programming team members
-Weekly: Ensuring promotion is continual for all upcoming events
-Semesterly: Looking forward to events coming up, planning in advance for big events

Assistant Programming Coordinator Chair:
- Based on Events:
  1. Consult with Programming Coordinator Chair to delegate responsibilities
  2. Execute aspects of event planning that are delegated
  3. Learn from Programming Coordinator Chair about the job and aspects of event planning
  4. Keeping EVENT PLANNING googledoc up to date

Programming Coordinator:
- Based on Events:
  1. Execute the aspects of event planning that are delegated by the Programming Coordinator Chair and the aspects that you have volunteered for
     § Finding co-sponsors, venues, informational blurbs, etc.
  2. Report back to Programming Coordinator Chair so they can report to Carla and needs/issues
  3. Keeping EVENT PLANNING googledoc up to date

Logistics Coordinator:
- Based on Events:
  1. Execute aspects of event planning that are delegated
  2. Keeping EVENT PLANNING googledoc up to date