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| FROM | Rick Zwaan, Welfare Vice-President, VUWSAMadeleine Ashton-Martyn, Equity Officer, VUWSA |
| TO | Chrissy Brown, President, Women’s GroupConnor Thompson, Co-President, UniQ VictoriaSami Poynter-Mellors, Co-President, UniQ VictoriaRamon Quitales, President of International Students’ Representative GroupLucy Croft, President, CanDo Victoria |
| DATE | Friday 4th July 2014 |

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| SUBJECT | Representative Group Funding |

On Tuesday the 18th of February the VUWSA Executive voted to continue the representative group funding strategy that was introduced by Matthew Ellison in 2013 with a few minor adaptions.

$1000 is to be allocated to UniQ Victoria, CanDo, the VUWSA Women’s Group, and the VUWSA International Students’ Representative Group as funding for general annual business.

The struggle representative groups face at Victoria in the post-VSM environment continues to hold a significant grip on the placement and treatment of rep groups within the university. Encouragement from the university for representative groups to share a similar place with clubs in applications for funding reflects this position. Dialogue between VUWSA and the university to ensure the crucial support networks and services that representative groups provide to students are recognized as very legitimate is continuing.

The initial $1000 support will be allocated again this year for general representative group business which includes the designs and printing of posters, venue hire, decorations and provisions for events, resources for general operations, support for contributions to national campaigns and other general business.

The additional contestable fund of $2000 will remain, with additional support of $500 available through application. Any representative group may apply to the fund and funding will be granted on a case-by-case basis.

VUWSA also has $500 budget lines for Executive weeks, such as Pride Week and Women’s Week, and these will remain in place.

The funds will be delivered on the following conditions.

* The most recent version of the group’s constitution is made available to VUWSA.
* A representative from the group commits to monthly meetings with the VUWSA Equity Officer, to ensure your group is well-supported and aware of opportunities through VUWSA and our partners.
* Any materials produced by the group such as posters, flyers, pamphlets, or digital publications, have the VUWSA logo on them to show our ongoing support and affiliation to your group, though this is negotiable on a case-by-case basis.
* A brief outline of plans for 2014 including the events, campaigns, projects, and anything else that the group is working on (including rough costings), or will now be able to accomplish with the funding, is submitted to VUWSA for review. This outline should only be 1-2 pages.

When the above conditions are satisfied the funds will be delivered by direct credit once the group’s bank details are provided to VUWSA.

The following will be required throughout the year.

* Proof of spending is to be recorded by the group (for example, receipts and invoices to be kept in a clear file) and made available to VUWSA if necessary
* An annual report showing the evidence of impact for students at Victoria is to be submitted at the end of the year. This should also be 1-2 pages.

Please feel free to seek any clarification on these conditions or required documents by emailing VUWSA’s Equity Officer at

madeleine.ashton-martyn@vuw.ac.nz

We look forward to receiving your brief work plan, and continuing to work with you to support students at Victoria.

Rick and Maddy

**Rick Zwaan |** **Welfare Vice President**

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