Western Pennsylvania Linux Users Group
Funding Policy

Purpose
This policy is intended to simplify and document the process for obtaining funds from the WPLUG general fund pool.

Availability
Funds are available to any committee approved by the WPLUG board up to the maximum amount specified in the WPLUG bylaws.

Steps to obtain funding
1. Figure out what you'd like to spend money on
2. Fill out these forms and deliver them to the WPLUG treasurer
3. The WPLUG treasurer will decide whether the allocation is justified
4. Spend the money, save ALL receipts
5. WPLUG will reimburse you for the approved expenses

How to fill out the form:
Attached to this is a sample proposal you can reference for a good example of what is needed in the form.   We'll go over the form here too.

At the top, please list your name, the committee you're requesting funds for, your email address and your phone number.   This is just standard boiler plate so we can file these easily. Leave the ID blank. That's for the treasurer to track the line items in the budgeting software.

Next up is a short description of the requested funds. For example, if this were for the annual picnic it could read "Annual picnic – reserve pavilion; buy food, balloons, and drinks". Something short and to the point. Another good example might be "Penguin Upgrade – new rackmount case for penguin so we can move the server if the CMU SCS machine room gets flooded again"

In the table, fill in the amount you're requesting for each item. Do not fill in the allocated column – that's for the treasurer to write down how much money they've given you. In most cases the treasurer will consult with you before cutting funds from a line item. At the bottom total up your request.

Next, prepare a longer description of what the funds will be used for. This should provide an additional description and various price quotes for the items. Also, if it's questionable, provide justifcation for the expense.

Finally, sign and date your request at the bottom of the form.

Getting the money:

The WPLUG treasurer will evaluate your proposal and if necessary work with you to alter the proposal (eg modifications due to budget constraints). Once your proposal has been approved, you'll receive a new copy of your funding request form with the ID field filled in – this is your account number for this proposal and helps manage the different accounts for WPLUG. Now you can spend the money according to your line items. In most cases, money spent will be done on a reimbursement basis. If this is a problem, work with the WPLUG treasurer to find a better solution for your needs.

After spending the money:
Once you're done spending the money you wish to spend, file a follow-up budget showing how much was spent from each account. It is very important to include receipts with this as it's the only way to know how much money was spent. After receiving the follow-up budget, you will be reimbursed for your expenses.

Questions
- How early do I need to submit my proposal?
  Proposals should be submitted to the treasurer at least two weeks before you intend to spend the money. This gives the treasurer time to look at the funds available and to consult with the board. Also, it gives you a chance to appeal if the treasurer denies your funds.
- What if my funding gets rejected?
  You can appeal to the WPLUG board who will decide on your funding. They'll address it at their next board meeting.
- What if for some reason reimbursement is not an options?
  We can work something out to cut a check or have someone else pay for it
- What if I need to spend more than I have allocated for a line item?
  Talk to the treasurer, and we'll see about moving some funds around
- What if I need to spend more than I allocated for the entire proposal?
  Talk to the treasurer, this might be a little more difficult with the bookkeeping and all that, but we can probably work out something.
- How do I submit the proposal?
  That depends on the treasurer. The current treasurer prefers a paper copy with real signatures on it.

WPLUG Funding Request Form   ID:_____

Name:_____   Email:_____

Committee:_____   Phone:_____

Brief Description of Request:_____
_____
_____
_____
_____

Item Description	Requested	Allocated
Total		

Include a detailed explanation of what each item is and how it will be used with this proposal. If possible, please include multiple price quotes. Make sure that prices include all applicable shipping/handling fees and all taxes.

Signature:_____   Date:_____

Approved By:_____   Date:_____

WPLUG Funding Request Form   ID:_____

Name: Joe WPLUG Member_____   **Email:** joewplug@gmail.com_____

Committee: Programming_____   **Phone:** 412-867-5309_____

Brief Description of Request: 2006 Annual Picnic and FooBarBaazFest! Schenley Park, August 20, 2006_____
_____
_____
_____

Item Description	Requested	Allocated
Pavilion Reservation	$100.00	
Door Prizes	$30.00	
Food	$50.00	
Total	$180.00	

Include a detailed explanation of what each item is and how it will be used with this proposal. If possible, please include multiple price quotes. Make sure that prices include all applicable shipping/handling fees and all taxes.

Signature:_____   **Date:**_____

Approved By:_____   **Date:**_____

Detailed Description – 2006 WPLUG Picnic and FooBarBaazFest!

The programming committee has been working with the board to prepare for the 2006 Annual WPLUG Open Source Picnic – but this year we're adding a twist and calling it FooBarBaazFest! for no apparent good reason. We'd like to hold the event at a pavilion on Overlook drive in Schenley Park on August 20, 2006.

Pavilion Reservation - $100
This is a straight fee paid to the Pittsburgh Parks Conservancy for the reservation of space in a pavilion. We need the money ASAP because park space is at a premium and good sites go quickly.

Door Prizes - $30
Chez Geek has been a hit at previous WPLUG Picnics, but many people don't have it. In that spirit, we'd like to provide two copies of *Chez Geek* as door prizes for the event. Bob's Games in Robinson has provided us with a discount to get two copies for $14/each.   There is a slight overage allocated for tax.

Food - $50
Based on the previous years attendance, we estimate that we'll need 36 hamburgers, 24 hot dogs, and 18 liters of soda pop. We'll get these at Giant Eagle where 12 hamburgers cost approximately $8, 8 hot dogs retail for $2, two liter bottles of pop cost $1, and the buns will total about $11.

WPLUG Follow‑up Budget   ID:_____

Name:_____   Email:_____

Committee:_____   Phone:_____

Brief Description of Request:_____
_____
_____
_____
_____

Item Description	Allocated	Spent
Total		

Include copies of your receipts and if applicable a description of the items on the receipt. Also, include instructions on how you would like to be reimbursed for the expenses on the budget.

Signature:_____   Date:_____