

Appendix B: Application for Membership

Instructions: After completing the “Getting Started” guide and determining your group or activity is eligible, you must formally apply for membership. While groups can (and should) consult their faculty advisor(s) during this process, students should be the primary participants when preparing and presenting their application. All applications for membership should conform to the following steps:

1. Prepare typed responses to the application questions outlined in Section A.
2. Prepare a draft budget request according to the parameters in Section B.
3. Assemble a portfolio of any supplementary materials as explained in Section C.
4. Submit your completed responses, draft budget request, and supplemental portfolio to Rebecca.McLean@wwu.edu by April 1st for review during the Spring Quarter.
5. Deliver an oral presentation of your application as outlined in Section D.

Section A: Application Questions: Please address the following questions in detail while limiting your combined responses to 3000 words. Applications will be assessed according to the [DRAC Application Rubric](#) and you are encouraged to prepare your responses accordingly:

- A. In 1980 legislation was amended to make clear that S&A budget requests were to be developed based on student proposals. In addition, the law declares that students are to have a “strong voice” in the planning of S&A funded activities. Please describe the involvement of students in this application for membership and what processes will ensure students have a strong voice in the planning of your activities.
- B. Provide a succinct description of your group, including a list of members and proponents (students, the faculty advisor, and budget authority).
- C. Describe the reach of your group (how many students participate, estimated public audience your group/activity reaches).
- D. Describe in detail how your group fosters student engagement and growth through activities.
- E. Describe the relationship between your proposed group/activity and the curriculum or mission of the academic department(s) that will advise your group.
- F. Explain how your proposed budget conforms to WWU’s Services & Activities Fee guidelines and the Killian document.
- G. Describe the types of expenses you envision funding with DRAC monies.
- H. Conclude with a strong statement of how group meets the criteria for DRAC membership.

Section B: Draft Budget: Work with your group’s prospective budget authority to prepare a [draft budget request](#) as if your group has already passed the 3 year probationary period for new DRAC members. Please pay close attention to permissible and non-permissible expenditures outlined in the [Services & Activities Committee Expenditure Guidelines](#) and the [Killian document](#).

DRAC Amended and Approved Charter 2/26/2020

Section C: Supplemental Materials: You may submit a packet with representative examples of your group's work or accomplishments to help the committee better appreciate the nature of your group.

Section D: Oral Presentation: Upon receipt of your materials, your group will be scheduled to orally present to DRAC. Applicants should send 1-2 student representatives along with the group's faculty advisor and budget authority. Presentations are 15 minutes and should provide an overview of your application. 15 to 20 minutes of questions from the committee will follow, although additional questioning time may be required. The group's student representatives should assume the primary responsibility for presenting their application, but assistance from the advisor and budget authority are appropriate as needed to answer questions from the committee.

DRAC accepts membership applications in spring quarter only – Application packets due to Rebecca.McLean@wwu.edu by April 1st via email.