

Woman's Club of Washington University

LEARNING ENDOWMENT FUND GUIDELINES

October 2023

LEARNING ENDOWMENT FUND

Annual payouts from the Woman Club's Learning Endowment Fund (LEF) will be used for the purpose of expanding the knowledge and experience of members of the Woman's Club of Washington University (WCWU) and other members of the Washington University community, including students. Possible uses of the annual payout of the LEF may include sponsorship of lectures and other educational experiences, cultural events and experiences, and wellness and outdoor activities. In the case of students, consideration also may be given to activities outside the classroom that enhance students' overall educational experience. All activities will meet guidelines established by the Woman's Club and approved by the LEF Screening Committee.

EXAMPLES OF LEARNING FUND USAGE

To benefit members of the Woman's Club of Washington University:

- Costs associated with WC Interest Groups, such as Enjoying Nature and Arts & Entertainment
- Costs associated with WC Service Groups and Educational Offerings, such as Galleries & Sights and Women and the Kemper
- Costs associated with WC Symposiums
- Costs associated with new learning ideas presented by members

To benefit students of Washington University:

- Funding learning opportunities for students at schools and programs throughout the University
- Funding student mini-grants
- Funding new learning ideas presented by WCWU members or students, staff or faculty of Washington University

GUIDELINES FOR USING LEARNING FUNDS

- Activities funded by the LEF will benefit the learning of multiple individuals in the Club or within the Washington University community
- Any approved activity will be advertised to the Woman's Club membership
- The individual or group hosting an activity will work with the Woman's Club Coordinator concerning any University protocols that must be followed in setting up the activity
- The maximum allowed for any one learning grant, inclusive of all expenses, is the remaining balance from the annual endowment payout in any given year
- The minimum allowed for any one learning grant is \$50
- A maximum of two applications per year can be submitted by any one Club member at large
- A maximum of four applications per year can be submitted by any one Club group, such as an Interest Group, Service Group, etc.

## FUNDS ARE NOT ALLOWED TO BE USED FOR

- Cost of meals or alcoholic drinks at events
- Fees for a single individual's participation in learning activities or classes, such as those offered through the Osher Lifelong Learning Institute, local colleges, museums, etc.
- Support of other Woman's Club endowments, including the RZW Scholarships, the Butterfly Garden, or the Lecture Fund
- Other (gratuities, individual parking charges, etc.)

## APPLICATION FOR LEARNING FUNDS

- Woman's Club members name or WCWU group name
- Contact Person, with phone number and email address
- Proposed Activity with any pertinent description
- Proposed Date, Time, Location, Estimated Participation
- If a speaker is to be invited or included University Advancement Speaker Clearance procedures must be followed. The Woman's Club Coordinator will need the event title, date, audience, proposed speaker name, and a brief biography. This policy does apply to internal Washington University speakers as well such as medical faculty or university council members. Once the speaker is cleared, this person may be invited
- Cost of activity inclusive of all expenses like entrance fees, honorariums, transportation, audio-visual, etc.
- Confirmation that after-event Woman's Club Event Report will be submitted to Club Coordinator within one month of the event taking place

## REVIEW PROCESS

- The LEF Screening Committee will review and make recommendations for funding based on the Learning Endowment Fund Guidelines
- Chair of the Screening Committee will be selected by the Screening Committee members
- The LEF Screening Committee will consist of three Club members selected by the WCWU President, with priority given to members who served on the Learning Funds Committee.
- A fourth member, the WCWU's Director of Service to the University, will serve as an alternate if a Screening Committee member is not available at any given time
- A majority of the LEF Screen Committee members is needed for an application to be approved
- Final approval for funding will be based on the current Woman's Club budget and availability of Learning Endowment funds
- The WCWU's Director of Service to the University will report on funding recommendations and LEF committee activity at Executive Board meetings