

RWU Event Policy

PURPOSE

It is important to exercise caution when spending union funds to ensure that all expenditures are legitimate and benefit the union and its members. Proper oversight and transparency in financial decisions are essential for maintaining trust and accountability within the union. This policy establishes standard operating procedures for use of RWU funds at events. Prior authorization by the Executive Board is required before any RWU funds may be used.

POLICY

1. At any event where RWU funds will be used, a [sign up sheet](#) will be filled out by attendees. Following the event, the sign up sheet will be sent to the Member Organizing Committee Chair (vicepresident@rwu6022.org).
2. These funds are intended for the following purposes:
 - a. to buy food and/or non-alcoholic drinks for
 - i. RWU sponsored events.
 - ii. Joint OHSU union events (i.e. with PWU, GRU, HOU, 328, AURN, or APU)
 - iii. Non-OHSU Solidarity events
 - b. To support costs associated with a booth or other cost of participating in the event.
3. For Happy Hours and Non-OHSU Solidarity Events, the Executive Board has authorized the use of up to \$150 per event (August 5, 2026 minutes of executive board). For those events, a member of the Executive Board, the Member Organizing Committee, or an AFSCME staff representative will be responsible for paying for the costs associated with the event. That person must submit the receipt and an expense report form to the Treasurer (treasurer@rwu6022.org) within 30 days of the event.
4. For other types of events that have received prior authorization from the Executive Board, an RWU member, or an AFSCME staff representative may spend up to the amount authorized on the event. That person must submit the receipt and an expense report form to the Treasurer (treasurer@rwu6022.org) within 30 days of the event.