

Guidelines for the Distribution of Designated Student Activity Funds for Travel 2008-2009

General Guidelines:

1. This distribution applies only to academic and professional student organizations.
2. In an academic year, an organization will receive no more than 15% of the total allotment for distribution.
3. In order to receive the funds, an organization must clearly demonstrate their ability to provide a service-oriented project for the university community.
4. These funds will not support the travel, lodging, or meal allotments of faculty advisors and coaches for the organization. (Unless it is group travel with the organization; van or car transportation only.)
5. All groups receiving funds must have participated in the First Year Initiative Student Organization Fair during Welcome Week (August 21st) and both Senior Days (TBA) in the Fall Semester. Preference will be given to those groups that have participated in previous Senior Days.
6. All groups receiving funds must have completed all paperwork, through the UT Martin Office of Student Life, required for the update of their student organization.
7. A complete accounting of all awarded funds is due in the Office of Student Life at the conclusion of the Spring Semester, May 1. Groups will not be eligible for the following year's funds until this report is received.

General items to be contained in a proposal (Each of these items must be addressed before funding will be considered):

1. What is the nature or purpose of the activity for which funds are being requested?
2. Who will be involved in the activity?
3. Where and when will the activity be conducted?
4. Currently, how is your organization funded? Indicate the total amount of funds raised in the organization for the 2007/2008 academic year.
5. If these activity funds were not available, what would your organization be doing to secure funds for your project, activity, or travel? Project the anticipated revenue. (Please provide revenue sources other than dues paid by members to the organization.)
6. How much money is each student member going to invest in the project or activity?
7. Are funds being provided by the sponsoring academic department for this project? If so, please indicate how much?
8. The proposal must indicate how this project or request will benefit the student or students, the organization, and the university.

9. Give an explanation of your university oriented service project, the community it will touch, and the time frame for the project. (Please be specific)

The Selection Process

1. **Proposals are due in the Office of Student Life by September 19, 2008**
2. The selection committee shall be comprised of the following members:
 - a. The Coordinator for Student Organizations
 - b. The SGA Vice President or designee
 - c. The SAC Executive Chair or designee
 - d. Faculty Representative
 - e. Assistant Vice Chancellor for Student Affairs or designee
3. All applications from organizations will go through a disqualification process. Depending on the number of requests, the selection process could require those groups that qualify for funds to be invited to the presentation phase of selection process. Dates and times for presentations will be established by the selection committee.
4. Awards will be made on Monday, October 20, 2008