

Guidelines for the Distribution of Designated Student Activity Funds for Travel Fall 2011

General Guidelines:

- This distribution applies only to officially recognized academic and professional student organizations.
- In an academic year, an organization will receive no more than 15% of the total allotment for distribution.
- These funds may be used for registration, lodging, and travel fees. These funds may not be used for meal allotments.
- These funds will not support the travel, lodging, or meal allotments of faculty advisors or coaches for the organization. (Unless it is group travel with the organization; van or car transportation only.)
- In order to receive the funds, an organization must clearly demonstrate their ability to provide a service-oriented project for the university community.
- Organizations applying for travel funds are expected to participate in programs that support the Student Affairs mission such as the FYI Organizational Fair, Senior Preview Days, Presidents Roundtable meetings, etc. ***Preference in awarding funds will be given to those groups that have demonstrated the most participation in these events.***
- Organizations applying for funds must have their registration up-to-date with the Office of Student Organizations.
- A complete accounting of all awarded funds is due in the Office of Student Life at the conclusion of the Spring Semester, May 2, 2011. Groups will not be eligible for the following year's funds until this report is received.

The Selection Process

1. Proposals are due in the Office of Student Life by September 16, 2011.
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 review 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. The dates and times for presentations will be established by the selection committee.
4. Awards will be made on Monday, October 24, 2011.

Travel Fund Request Proposals

Proposals for travel funds should be prepared using the following outline.

- I. Name and purpose of the organization.
- II. Name and contact information of the organizations Faculty/Staff Advisor.
- III. Describe the nature or purpose of the activity for which funds are being requested.
Please include:
 - a. How will the activity benefit students, the organization, and the University?
 - b. If attending a professional conference, please provide:
 - i. The name of conference
 - ii. The date(s) of the conference
 - iii. The location of the conference
 - iv. The conference website address. (If a website is not available, please attach conference documentation to this proposal).
- IV. How many people will be traveling for the activity? Please indicate the number of students and advisors attending.
- V. The amount of travel funds being requested. Please itemize your travel expenses.
 - a. Amount of registration/conference fees.
 - i. Example: \$100 registration fee X (7) students = \$700
 - b. Amount of transportation costs. Please include method of travel.
 - i. Example: 15 Passenger Van @ \$50 per day X 4 days = \$200
 - ii. Example: Round trip airfare @ \$300 per student X (5) students = \$1500
 - c. Amount of lodging expenses.
 - i. Example: 4 rooms @ \$100/room X 4 nights= \$1,600
 - d. Any other applicable trip expenses.
- VI. Describe how your organization is currently funded. Indicate the total amount of funds raised for the current academic year.
- VII. If these activity funds were not available, how would the organization go about securing funds for this activity? Please provide revenue sources other than dues paid by organization members and project their anticipated revenue.
- VIII. Indicate the amount of personal funds each student will be investing to participate in this activity.
- IX. Indicate if any funds will be provided by the sponsoring academic department for this activity. Please include the amount, department name, and contact person.
- X. Describe the organizations service project.
 - a. Name of the project
 - b. Purpose of the project
 - c. Time frame or date of the project.
 - d. The community impacted by the project.
- XI. Describe the organizations participation in Student Affairs programming such as the FYI Organization Fair, Senior Preview Days, and Presidents Roundtable Meetings.