

SGA Article IX: B. Craig Raupe Travel Grants

Section 1: Purpose statement

A) The purpose of the B. Craig Raupe Travel Grant Fund is to assist students and registered student organizations who are attending a conference that will not only benefit the university, but themselves as well, enriching the student with knowledge and a learning experience that they can't get in a classroom setting.

Section 2: Composition

- A) The B. Craig Raupe Travel Grant will be overseen by a Liaison that shall also serve as a Student Government Association Executive at the pleasure of the SGA President and meet all requirements for SGA Executive Staff.
- B) The Raupe Travel Grant Committee shall consist of a chairperson from the Executive Branch appointed by the President, three members appointed by the President, and three members from the Graduate Student Council appointed by the President.

Section 3: Duties of the Liaison

- A) The B. Craig Raupe Travel Grant Liaison shall schedule dates, times, and locations for the B. Craig Raupe Travel Grant committee to meet and review Funding Requests received.
- B) The Liaison will maintain funding records for a minimum of five fiscal years.
- C) The Liaison will represent B. Craig Raupe Travel Grant on various University Committees, actively correspond with the Student Activities Center and serve as the official representative of B. Craig Raupe Travel Grant.
- D) The Liaison will publish student and student organizations who receive the grant onto the official SGA website.

Section 4: Funding

- A) B. Craig Raupe Travel Grant funding shall consist of money allocated annually for the Student Organization Fund designated by the Student Service Fee Committee
- B) To receive funding, an organization must be officially registered with the Student Activities Center and meet all requirements set forth by the Student Government Association By-Laws.
- C) All individuals receiving B. Craig Raupe Travel Grant funding must submit a copy of travel receipts showing that travel costs met or exceeded the award amount within 2 weeks following the conference or meeting. Failure to show proof of expenses can result in repayment to SGA.
- F) All individuals receiving B. Craig Raupe Travel Grant funding must serve for the betterment of campus life, present an opportunity for student involvement and provide equal access to all students where reasonable accommodations can be made.
- G) The B. Craig Raupe Travel Grant Committee will not deny funding on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.
- I) An individual may not receive funding for the exact same conference twice in an academic year.
- J) Funding request must be made on the B. Craig Raupe Travel Grant Funding Request form located on the Student Government website. The packet must be completed on line unless dire circumstances require a paper form.
- K) Funding request hearing dates will be made public by the first senate meeting of the long semester.
- L) Funding requests will be considered on the basis of merit and when the application was turned in. Even if an individual meets the requirements for funding, allocation of funding is not guaranteed. The B. Craig Raupe Travel Grant committee shall meet at least four times a semester to review applications received. These dates shall

- be set by the B. Craig Raupe Travel Grant Liaison. The Committee may approve, deny or change the amount of funding disbursed.
- M) All funds awarded can only be used for the event, program or service approved by the B. Craig Raupe Travel Grant Committee.
 - P) When applicable, individuals receiving funding must provide copies of receipts to the B. Craig Raupe Travel Grant Liaison for record keeping purposes at least 2 weeks following a conference, service, or purchase of product.
 - Q) B. Craig Raupe Travel Grant funds may not be used for on campus events or programming, membership fees, any form of gifts, expenditures that go above and beyond standard fees, scholarships, conference fees, gratuities, the purchase of alcohol or any expenses violating University Policy, the Student Code of Conduct or Texas Law.

Section 5: Organization Responsibilities

- A) Before receiving funding, the chief officer and the advisor of the organization requesting funds must sign the Funding Request Form agreeing to adhere to the terms and conditions of B. Craig Raupe Travel Grant .
- B) Organizations that fail to provide receipts to the Student Activities Center at least 2 weeks following the event will become ineligible for funding the following semester, and may be required to reimburse the B. Craig Raupe Travel Grant account in the amount on the receipts.
- C) If an organization breaks the B. Craig Raupe Travel Grant funding agreement, the Funding Request Committee, in conjunction with the Student Activities Center will revoke funding and/ or remove funding privileges and eligibility of the organization for any set amount of time to exceed no longer than four long semesters.
- D) If an organization received funding in a past semester and has not yet met the requirements for that disbursement, the request submitted in the current semester will be denied until the past semesters' requirements are met.

- E) Any organization demonstrating activity not congruent with the mission or objectives of the University of North Texas will have funding privileges suspended upon agreement of the SGA President and the SGA Advisor.

Section 6: Appeals

- A) Appeals may be filed with the Student Senate within five business days of a Funding Request decision.
- B) Any appeals must be typewritten and presented to the B. Craig Raupe Travel Grant Committee.