



*Please carefully review the SGA guidelines and stipulations for Raupe Travel Grant funding before submitting your application.*

### **Raupe Travel Grant Funding:**

- 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.
- Individual Students can receive **up to \$750** per semester towards their conference(s).
- Registered student organizations can receive **up to \$3,000** (up to \$750 per student for up to 4 students) towards their conference(s).

### **Rules for Funding:**

- To receive funding, an organization must be officially registered with the Student Activities Center and meet all requirements set forth by the B. Craig Raupe Travel Grant By-Laws.
- 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.
- 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.

### **Funding Process:**

1. In order to receive any funding, **ALL** of the following must be done by a student organization:
  1. Attend an SGA Resource Meeting
  2. Complete the online application (via OrgSync) by the deadline set by the Director of Student Affairs
  3. Present to the SGA Raupe Travel Grant Committee at the scheduled time set by the Director of Student Affairs.
- Funding is divided into fall and spring Phases. The fall 2016 application will only cover conferences from September 2016 – February 2017, while the spring 2017 application will cover conferences that occur between March 2017 – August 2017.

**Deadline to Claim Funds:**

- **Spring Application Opens: January, 17th 2017 at 10 AM**
- **Spring Application Deadline: April 14<sup>th</sup>, 2017 at 5 PM**
- **Individuals and student organizations must claim their awarded amounts by the deadline set by the Director of Student Affairs. Immediate action will be taken on all unclaimed funds, which will be revoked and made available for distribution to other organizations.**

**Presentation Requirements:**

Each organization is required to make a presentation before the members of the SGA Finance Committee.

- The presentation should explain the organization's purpose and activities, funding application, and any sources of income (including sponsorships, fundraising projects, and dues). **(if applicable)**
- **The presentation should explain the purpose, activities and benefit of the conference.**
- Visual aids are highly encouraged.
- Go over budgetary expenses (Travel, Lodge, Food, etc.)
- Presentations should not last longer than 5 minutes, with 5 minutes remaining for question and answer by the Raupe Travel Grant Committee.

**Apply today:**

<https://orgsync.com/8395/forms/234850>