



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 forfeiting reimbursement.
- 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:

- In order to receive any funding, **ALL** of the following must be done by an individual student:
 1. Attend an SGA Resource Meeting
 2. Complete the online application (via OrgSync) **no more than three (3) months** in advance of the conference.
 3. Present to the SGA Raupe Travel Grant Committee at the scheduled

time set by the Director of Student Allocations over the Raupe Grant.

The 2017–2018 Raupe Application covers conferences from September 1, 2017 to August 31, 2018.

- Deadline to Claim Funds:
 - o Upload itemized receipts within 14 days of the last day of the conference; otherwise, you may forfeit your reimbursement.
 - o Please note that students who are not able to front the funds to pay for their conference may apply for a short-term loan through the Student Money Management Center. Information about this opportunity will be provided in the SGA Resource Meeting.

Presentation Requirements:

Each organization is required to make a presentation before the members of the SGA Raupe 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/299429>