



B. Craig Raupe Travel Grant Guidelines

Please carefully review the SGA B. Craig Raupe Travel Grant Guidelines and Policy before submitting your application for funding.

Qualifications for Funding:

- Registered undergraduate students in good standing with the University of North Texas are eligible to apply for funding. Registered student organizations are also eligible to apply for funding.
- The purpose of the B. Craig Raupe Travel Grant Fund is to assist students and registered student organizations who are looking to attend a conference that will not only benefit the university, but themselves as well, enriching the student with knowledge and experience that they may not get in a classroom setting.
- Students can receive up to **\$750** per semester towards their conference. Registered student organizations can receive up to **\$3,000** (up to \$750 per students for up to four (4) students) towards their proposed conference.

THE SGA RAUPE TRAVEL GRANT WILL NOT FUND THE FOLLOWING:

- Internships
- Study Abroad
- Retreats
- Mission Trips
- Banquets
- Events/Celebrations

- Any expenses violating University Policy, the Student Code of Conduct, State or Federal Law
- Alcohol (even if over the age of 21), drugs, or anything banned in the Student Code of Conduct. This policy applies to both UNT students and organizations as well as guest speakers, advisors, and alumni.

The Funding Process:

In order to be eligible to receive any funding, **ALL** of the following must be done by the student or organization:

1. Attend an SGA Resource Meeting, dates and times can be found on the SGA Website under “Raupe Travel Grant.”
2. Apply online for the Raupe Travel Grant on Orgsync. Applications must be submitted in the same semester of proposed conference, no more than three (3) months in advance of the conference and no less than four (4) weeks before the conference.
3. If application is approved following eligibility check, the individual or organization applying will be invited to present to the Raupe Travel Grant Committee at the scheduled time set by the Director of Student Allocations.
4. If approved by the committee, upload *itemized receipts* within 14 days of the *last* day of the conference; otherwise, you may **forfeit your reimbursement**.

Funding is divided into fall/winter and spring/summer phases. Students may only apply in the semester their conference takes place. If a student or organization has both fall and spring conferences, they must apply for both fall/winter and spring/summer funding; however, they must apply during the relevant semester (i.e., apply for a fall/winter conference during the fall, and a spring/summer conference during the spring).

Students and organizations can not submit applications **no more than three (3) months** in advance of the conference.

Deadline to apply:

Application Opens:

Application Deadline: November 2nd, 2021

Presentation Requirements:

- Each student or student organization is required to make a presentation before the members of the Raupe Committee, if invited by the Student Allocations Director.
- The presentation should explain the conference's purpose and activities, fees, and any additional sources of income (including sponsorships, fundraising projects, and dues).
- The presentation should explain the purpose, activities and benefit of the conference.
- Students must provide a detailed budget with the application and go over each line item with the committee during the presentation.
- Presentations should not last longer than 10 minutes, with 10 minutes remaining for Q&A by the Raupe Committee members.

Following the Presentation:

- The Eagle's Nest Committee will deliberate and vote on whether your organization will receive funding or be denied.
- The Director of Student Allocations will reach out to the email provided in your application with the decision of the committee and will be available for any questions regarding the decision.

If approved:

- If your organization is approved for funding by the Eagle's Nest Committee, the Director of Student Allocations will reach out to you regarding the next steps in the funding process

If denied:

- You may set up a meeting to discuss why your funding request was denied with the Director of Student Allocations and see what to do next.