

SGA RESOURCE MEETINGS

Raupe Travel Grant Fund

The B. Craig Raupe Travel Grant Fund is to assist students and registered student organizations that are attending a conference that will not only benefit the university, but themselves as well.

Students can receive up to \$750. Registered student organizations can receive up to \$3,000 for their conference. **The Raupe Travel Grant Fund is a reimbursement program.**

Raupe Travel Grant Fund



Raupe: The Basics I

- Students can receive **up to \$750** per semester towards their conference. Registered student organizations can receive **up to \$3,000 (up to \$750 per student for up to 4 students)** towards their conference.
- Funding is divided into the Fall/Winter Spring/Summer semesters.
- The application must be submitted **no more than three (3) months** in advance of the conference.

Raupe: The Basics II

SGA's Raupe Travel Grant will **NOT** Fund:

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

Raupe: The Basics III

The Raupe Travel Grant is a reimbursement program, meaning a student or organization will be reimbursed for the conference **AFTER** the event and submission of itemized receipts.

Students may also apply for a **Student Travel Loan** program through the UNT Student Money Management Center.

Step-by-Step Process:

1. Attend a resource meeting

Congrats! You're currently doing that.

2. Submit an application on Orgsync

The application will be available on Orgsync -- email raupe@unt.edu if you have further questions

3. Present to the SGA Raupe Committee by a time set by the Student Allocations Director

4. If approved, upload *itemized* receipts within 14 DAYS of the last day of conference.

5. Final Raupe Reimbursement Form

Step 1: Attend a resource meeting

The purpose of resource meetings is for the Raupe Travel Grant Committee and Student Allocations Director to answer any questions you may have.

You will done this step when you sign the attendance sheet at the end of the resource meeting.

If you attend a meeting after submitting an application, you will be automatically **DENIED**.

Step 2: Fill out the application

After attending a resource meeting, you will need to fill out the Raupe Travel Grant application on Orgsync.

The application will ask for:

- A detailed budget
 - Line items will be provided
- Presentation information
- Essay explaining the conferences importance and how you will benefit from attending?
- Letter of support from a UNT Faculty/Staff member **(REQUIRED)**

Step 3: Present to the Raupe Committee

You will present to the Raupe Committee if invited, at a time set by the Director of Student Allocations. This is invitation only.

Following your presentation, there will be a closed committee vote and you will be notified of the decision the Director of Student Allocations.

If approved: Contact and turn in all necessary forms to the Student Allocations Director

If denied: The organization may appeal the committees decision or schedule an appointment with the Director of Student Allocations.

Presentation Expectations:

Here is a good idea of what your presentation to the committee will entail:

- Student will present for about 10 minutes, followed by a 5-10 minute Q&A period.
- Include an itinerary of activities or events during the conference.
- Answer how the conference will directly benefit you as well as UNT.
- Include a detailed budget breakdown.
- Visual aids are highly encouraged

We as a committee are looking for **organization** and **passion**

Step 4: Itemized Receipts

After your conference, you will be required to post ALL itemized receipts to Orgsync within 14 days of the last day of the conference.

Failure to do this will result in retraction of ALL funding.

Please keep continued contact with the Director of Student Allocations, Bella Armenta, to ensure your questions and concerns are heard. Contact her at raupe@unt.edu

Step 5: Final Raupe Reimbursement Form

Following the prior steps, you will be required to submit a final Raupe reimbursement form.

This will be provided by the Student Allocations Director, you will sign and submit it, and the Director will send it to Student Services for your reimbursement to be complete.

Fall application opens:
Fall application closes:

If you have anymore questions, contact
raupe@unt.edu

