



## **The B. Craig Raupe Memorial Travel Grant**

### **Policy on Raupe Travel Grant Funding**

#### **Section 1: Purpose Statement**

- A) The purpose of the B. Craig Raupe Memorial Travel Grant, herein referred to as the 'Raupe Travel Grant', is to assist University of North Texas students who are attending a conference that will not only benefit the university, but themselves as well, by enriching the student with knowledge and a learning experience that they can't get in a classroom setting.
- B) The Raupe Travel Grant is a reimbursement grant program for Undergraduate students at the University of North Texas.

#### **Section 2: Composition**

- A) The Raupe Travel Grant will be overseen by the Director of Student Allocations, herein referred to as the 'Director', who shall:
  - a. Serve as a Student Government Association (SGA) Executive Branch member at the discretion of the SGA President.
  - b. Meet all requirements for the SGA Executive Branch.
- B) The Raupe Travel Grant committee shall consist of the Director and at least four other UNT students selected by the Director.

#### **Section 3: Duties of the Director**

- A) The Director shall schedule dates, times, and locations for the Raupe Travel Grant committee to meet and review funding requests received.
- B) The dates and times of the Raupe Travel Grant committee will be determined at the discretion of the Director and will be announced by the third (3) Senate meeting of each long semester.
- C) The expectations of SGA Resource Meetings will be announced at the first (1) Senate meeting of each long semester.
- D) The Director will review and send applications to Student Activities to confirm eligibility.
- E) The Director will set deadlines for the students that have been granted funding to submit all funding paperwork and/or receipts.
- F) The Director will maintain funding records for a minimum of five fiscal years.

- G) The Director will represent the Raupe Travel Grant on various University Committees, actively correspond with Student Activities, and serve as the official representative of Raupe Travel Grant Fund.
- H) The Director is responsible for updating the Raupe Travel Grant Policy, if necessary, and submitting it to Student Senate annually.

#### **Section 4: Duties of the Raupe Travel Grant Committee**

- A) A committee member must report a conflict of interest to the Director.
- B) The Director will cast a vote on the Raupe Travel Grant Committee, only in the case of a tie, or if asked to by simple two-thirds (2/3) majority of the committee.

#### **Section 5: Funding Requirements**

- A) A student can receive up to \$750 per semester towards one (1) conference.
  - a. While there is no limit to the number of students attending the same conference, the fiscal limit for any one conference is \$3,000. If multiple members of a registered student organization desire to attend the same conference, they may submit one (1) application for all members.
  - b. Student organizations can apply for up to \$3,000, but any amount exceeding this limit will need to gain approval of the UNT SGA President
- B) Raupe Travel Grant funding shall consist of money allocated annually from the Student Service Fee Committee.
- C) To receive funding, an organization must be officially registered with Student Activities and meet all requirements set forth by the Student Government Association By-Laws.
- D) All individuals and/or student organizations receiving Raupe Travel Grant funding must attend 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.
- E) The 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.
- F) The link to the Raupe Travel Grant application must be located on the Student Government Association website along with a copy of the Raupe Travel Grant Policy.

#### **Section 6: Applicant Responsibilities**

- A) Funding requests must be submitted no more than three (3) months in advance of their proposed conference, and no less than four (4) weeks before the proposed conference.

- B) Students are required to attend a resource meeting prior to submitting an application for funding. Attending a resource meeting after the student has submitted an application will result in a denied application.
- C) If an application is denied the student must submit a new application, keeping in mind the requirements.
- D) Any student demonstrating activity not congruent with the mission or objectives of the University of North Texas will have reimbursement privileges suspended upon agreement of the SGA President and the SGA Advisor.
- E) Funding requests will be considered on the basis of merit and when the application was turned in. Even if a student meets the requirements for funding, allocation of funding is not guaranteed.
- F) The Raupe Travel Grant committee shall meet at least four times a semester to review applications received. The Committee may approve, deny, or change the amount of funding disbursed.
- G) All funds reimbursed can only be used for conference fees approved by the Raupe Travel Grant committee.
- H) Raupe Travel Grant applicants must upload receipts within fourteen (14) days of the last day of their conference, otherwise there will be a retraction of all funds.