

Date Received: _____
Date Reviewed: _____
Amount Given: _____
Date Amount Transferred: _____

## Saginaw Valley State University

### Fund for Registered Student Organization Conference Attendance & Professional Development

Saginaw Valley State University values the developmental opportunities for students who join registered student groups affiliated with state, regional, national or international organizations or who participate in community service activities that expose them to diverse cultures, different socio-economic conditions, or unfamiliar societal issues. Realizing this developmental potential may include participating in conferences or traveling outside the region. The University established a fund to help defray the associated expenses of conference attendance and travel related to service projects because it can be prohibitive given the resources of most students and student groups. Applications for funding will be evaluated based on the developmental potential for the students who participate and the benefit the campus community will realize through knowledge acquisition, program development, and benchmarking.

#### Eligibility:

Eligibility for financial support from this fund will be determined using the following criteria:

##### Student Organizations:

- Currently registered with the Student Life Center and in good standing financial standing with the University.
- May apply for funding for one conference per academic year.
- **Must list accurate names and Student ID numbers for all students covered under funding proposal.**
- **Must apply for the maximum funds available in the SVSU Student Association allocation process** prior to receiving conference funding through this process.
- **This fund does not serve as a means of cost reimbursement. Organization must seek funds a minimum of 4 weeks prior to conference attendance.**

##### Members:

- Member in good standing with the registered student organization
- Students with multiple memberships in registered student organizations may not receive financial support from this fund for more than one conference or service project per academic year.

The Student Organization and/or its individual members must commit to paying for a portion of the costs associated with participation in order to be eligible. If an organization receives financial support from this fund, they may not solicit funding from any other University source except for Student Association and academic departments directly related to the mission/purpose of the student organization.

#### Fund Board

The Director of the Student Life Center will be responsible for the administration of the fund. A volunteer three-person board will be review applications and make allocation decisions on a weekly basis from September-April. Requests for summer funding must be received by the last day of April. The board will consist of the following representatives:

- The Director of Student Life (permanent chair)
- One student appointed by the Student Association (one year)
- One faculty member (one year)

#### Application

1. The Student Organization must apply for an allocation through the SVSU Student Association before submitting an application for financial support from this fund
2. The Student Organization must submit a completed *Application for Conference Funding* to the Student Life Center at least one month prior to the conference (applications are available at the Student Life Center)
3. The Student Life Center staff will confirm organization and individual eligibility and forward the applications to the fund board
4. The fund board will review the application and recommend an allocation level to the Vice President for Student Affairs. The VP of Student Affairs will determine the appropriate allocation and coordinate disbursement through the Director of Student Life. The decision of the VP of Student Affairs is final.

**Saginaw Valley State University**  
**Application for Conference Funding**

Please print legibly in ink or type.

Date of Application: \_\_\_\_\_

Name of Registered Student Organization (RSO): \_\_\_\_\_

RSO Agency Account Number: \_\_\_\_\_

RSO Contact Name: \_\_\_\_\_

RSO Contact Phone Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor E-mail Address: \_\_\_\_\_

Name of Conference : \_\_\_\_\_

\_\_\_\_\_

Date(s) of Conference: \_\_\_\_\_

Conference Location (city, state, country): \_\_\_\_\_

Please provide a brief description of the conference (attach photocopies of official conference materials and registration form if applicable):

Briefly explain how the experience will develop the students who participate and/or benefit the campus community:

**List the names and student ID numbers of all SVSU Students (RSO members) who will be traveling:**

Complete the following budget worksheet:

**Conference Registration**

Number of members attending ..... \_\_\_\_\_  
Cost of registration per member ..... \$ \_\_\_\_\_  
Total registration cost ..... \$ \_\_\_\_\_

**Lodging**

Number of hotel rooms ..... \_\_\_\_\_ for \_\_\_\_\_ nights  
Cost per hotel room ..... \$ \_\_\_\_\_  
Total lodging cost ..... \$ \_\_\_\_\_

**Meals**

Meals will not be covered through the Student Services & Enrollment Management Conference & Community Service fund.

**Transportation**

If airplane, bus or train complete the following:

Number of people traveling ..... \_\_\_\_\_  
Cost per person ..... \$ \_\_\_\_\_  
Total ..... \$ \_\_\_\_\_

If personal vehicle, complete the following:

Approximate number of miles round trip ..... \_\_\_\_\_  
Standard University reimbursement per mile ..... \$0.445 per mile  
Total ..... \$ \_\_\_\_\_

If University motor pool vehicle, complete the following:

- Large car: daily rate is \$20 or if over 50 miles - \$0.40 per mile
- Midsized car: daily rate is \$17.50 or if over 50 miles - \$0.35 per mile
- Minivan: daily rate is \$21 or if over 50 miles - \$0.42 per mile
- Gas is included in these rates – you will receive a University gas card*

Type of Vehicle: ..... \_\_\_\_\_  
Number of days & number of miles: ..... \_\_\_\_\_ days \_\_\_\_\_ miles  
Total ..... \$ \_\_\_\_\_

**Other Expenses:**

Transfer transportation, parking, tolls, gratuities, etc.  
Total Other Expenses ..... \$ \_\_\_\_\_

**Expenses Grand Total** ..... \$ \_\_\_\_\_

**Existing Funding**

Student Association Allocation ..... \$ \_\_\_\_\_  
Individual Member payment ..... \$ \_\_\_\_\_ - per person ..... \$ \_\_\_\_\_  
Student Organization payment (if any) ..... \$ \_\_\_\_\_  
Other financial support (e.g., academic department, grants, etc.) ..... \$ \_\_\_\_\_

**Existing Funding total** ..... \$ \_\_\_\_\_

Total unmet need (subtract existing funding total from expenses grand total) ..... \$ \_\_\_\_\_

**Amount awarded by board** ..... \$ \_\_\_\_\_