STUDENT DEVELOPMENT FUND

TIMELINE:

Student Development Fund Application and all relative information must be submitted 30 business days prior to travel. Forms submitted after the 30 business days deadline will not be considered.

WHO CAN APPLY?

Applicants must be a currently Registered Student Organization OR current student of Arkansas Tech University who will benefit from the conference/event through his/her field of study. If an RSO, the event must be registered on theLink.

WHO IS NOT ELIGIBLE?

Organizations that already receive an annual budget from the University shall not be eligible for this funding.

FUNDS CAN'T BE APPLIED TO THE FOLLOWING:

STUDENT DEVELOPMENT FUNDING SHALL NOT COVER THE FOLLOWING ITEMS:

- Travel Expenses for Non-Students • National Dues • Registration
- Refreshments / Food / Meals • Office Supplies • Mementos (t-shirts, etc.)
- Taxes (i.e., turnpike toll) • Prizes

FUNDS WILL BE ALLOCATED ACCORDING TO THE FOLLOWING CRITERIA:

1. Students selected to present or perform at student or professional conferences, workshops, or conventions.

2. The event/trip is beneficial to both Arkansas Tech University and the organization/students in attendance.

3. Community and campus service performed by the requesting Registered Student Organization/student(s).

4. Students or Registered Student Organizations are allowed no more than one request per 6-month period (July through December AND January through June).

5. Maximum award per trip may not exceed the following

    A. One (1) student may receive up to $1,000 per trip.

    B. Two to four (2-4) students may receive up to $2,000 per trip.

    C. Five or more (5+) students may receive up to $4,000 per trip.

FUNDING GUIDELINES:

LODGING:

- May be reimbursed to each participating student ---OR--- May be reimbursed to Faculty/Staff Advisor.
- Lodging will NOT be paid in advance of trip.
- Please note that the reservation of all lodging shall be made by the students who are traveling. Student Services is only responsible for the reimbursement of lodging payment at the completion of the trip.
- Lodging will be funded as follows:

    1. One (1) person per room per night up to $100 per night.

    2. Two (2) persons per room per night up to $120 per night ($60 per person per night).

    3. Three (3) persons per room per night up to $150 per night ($50 per person per night).

    4. Four or more (4+) persons per room per night up to $160 per night (divided evenly among each student in room).

    5. If lodging cannot be found within the guidelines stated, please contact the Coordinator of Campus Life.

AIRFARE:

- Tickets may be reserved and paid in advance of trip via Student Services and the Travel Department. ---OR--- May be purchased by EACH individual and reimbursed at the completion of trip.

- Please note that airline tickets purchased by someone other than the traveling student CANNOT BE REIMBURSED. In other words, one person may not pay for another person's airfare and expect reimbursement.

- Airline tickets are nonrefundable and nontransferable.

VEHICLE TRAVEL:

- Personal vehicle mileage is refunded at the rate of $.42 per mile per University guidelines. ---OR--- Motor Pool Vehicles you will receive a fuel credit card prior to the trip. ---OR--- Enterprise Rental Vehicles – if a Motor Pool Vehicle is not available, a vehicle from Enterprise Rental may be paid for up front by Student Services and the Travel Department.

HOW TO APPLY:

- Apply under Forms on Campus Life's page on theLink.

- Once you have submitted your application with all completed forms, you will be contacted by the Coordinator of Campus Life to set up an initial meeting with GOLD Cabinet to discuss the educational value of your trip for approval.

TIMELINE AFTER SUBMITTING APPLICATION:

- Meeting is held during an open meeting of GOLD Cabinet to present funding request.

- Meet with the Coordinator of Campus Life ten (10) days from leaving to discuss final paperwork and what needs to be submitted upon return.

- Students will need to submit a reflection paper within two (2) weeks of returning.

- Students will submit all receipts to the Coordinator of Campus Life within three (3) days of returning to campus.

- AFTER THE TRIP: Students will have two (2) weeks to submit relevant paperwork the student will forfeit reimbursement.

STUDENT DEVELOPMENT FUND APPLICATION DEADLINES:

- 30 business days from trip: Application is submitted on theLink 30 business days prior to trip.

  - Flight information (requested itinerary)

  - Hotel information

  - Conference information

- 27-20 days from trip: Meeting is held with GOLD Cabinet to present funding request.

- 17 days from trip: Flight is ordered, if needed. (final)

- 10 days from trip: Meeting with Coordinator of Campus Life to discuss trip process. Final paperwork is completed, and items needed upon return are reviewed.

- Trip occurs.

- + 1 - +3 days from return: Receipts are submitted to Coordinator of Campus Life for each student on the trip. Reflection paper is submitted under Forms on Campus Life's page on theLink.

- + 14 days from return: If items are not submitted to Coordinator of Campus Life, student forfeits reimbursement.

FOR QUESTIONS: CONTACT CAMPUS LIFE AT CAMPUSLIFE@ATU.EDU OR 479.968.0276.