

Arkansas Tech University Student Development Fund Guidelines

These guidelines exist to provide consistency in allocating funds to recognized student organizations and individual students for the funding of travel to conferences. All funds requested must be justified to the Student Development Fund Allocations Committee before any allocation will be approved. These guidelines shall be adopted for allocating funds to benefit as many Arkansas Tech University students as possible. Organizations that already receive an annual budget from the university shall not be eligible for this funding.

Guidelines

Student travel expenses that relate to lodging and travel by car or by rail will be reimbursed following the completion of travel and appropriated submission of all required paperwork. Air travel will be paid directly by the university, requiring that all arrangements be made in advance. Airline tickets are nonrefundable and nontransferable.

A. Travel expenses will be funded according to current university guidelines. Mileage is funded at the rate of \$.43 per mile (or will adjust to the current university reimbursement rate). Official mileage will be computed by the university. All airline tickets must be purchased through the Office of Student Services if the tickets are to be funded through the Student Development Fund.

B. Lodging will be funded in the following manner.

Occupancy

- 1 Person up to \$65.00 per night
- 2 Person up to \$70.00 per night (divided among each occupant)
- 3 Person up to \$80.00 per night (divided among each occupant)
- 4 Person up to \$90.00 per night (divided among each occupant)

Occupancy in Washington, DC, and the Borough of Manhattan, NY

- 1 Person up to \$ 85.00 per night
- 2 Person up to \$ 90.00 per night (divided among each occupant)
- 3 Person up to \$ 95.00 per night (divided among each occupant)
- 4 Person up to \$105.00 per night (divided among each occupant)

C. These guidelines shall not allow funding for:

- 1. Lodging within a 90-mile radius of Russellville.
- 2. National dues
- 3. Refreshments for meetings
- 4. Office supplies
- 5. Food on trips
- 6. Taxes (i.e., turnpike toll)
- 7. Sports organizations
- 8. Prizes or Mementos (such as t-shirts, bumper stickers, etc.)

D. The Student Development Fund Allocations Committee will not allocate funds to any organization for the planning of, sponsoring of, or participation in activities, which foster or encourage the development of or advocacy of any specific religious or political outlook.

E. Registration for a conference or workshop may be funded in full or at a lesser rate for each requesting organization member. The number of members to be funded is at the discretion of the Student Development Fund Allocations Committee.

F. 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. Benefits to the University of the student attending the conference.
3. Community and campus service performed by the requesting organization.

How to Properly Request an Allocation

The following is a checklist that organizations need to follow when requesting funds from the Student Development Fund Allocations Committee:

1. Must be a currently recognized student organization to request funds.
2. Forms must be TYPED and returned to the Office of Student Services no later than the deadline specified in the application packet.
3. Along with the enclosed forms, organizations must also include the following:
 - a. A recent financial statement for their organization,
 - b. A paragraph or brochure describing what the funds are requested for,
 - c. A statement of the total expenditures necessary for the trip, indicating the portion being requested for funding by the Student Development Fund. On this statement, list in importance (greatest to least) the need for funding. This will help the Student Development Fund Allocations Committee fund the most important things for the organization in case it is unable to fund the entire request.

Allocation requests must be turned in to the Office of Student Services. Schedule a time for an allocation hearing when turning in request. At this hearing the Student Development Fund Allocations Committee will ask questions pertaining to the request. Please be prepared to state the educational value of request as well as any details pertaining to it.

Committee Structure:

Dean of Students, Chair

Three students appointed by SGA President

Two members appointed by the Vice President for Student Services