

# Texas A&M University-Texarkana Office of Student Life

## Funding Request for Registered Student Organizations 2015-2016 Guidelines and Application

### ***Campus student organizations requesting funds from the Office of Student Services must:***

1. Be recognized by the University
2. Be in good standing with the Office of Student Services (current semester registration completed, etc.);
3. Must have submitted an *approved* budget for the current semester;
4. Not have received any other form of campus funding (Departmental Funds, etc.);
5. Demonstrate how the allocation of these fund will benefit the University

### ***Organizations may receive funding for three purposes as detailed below:***

1. Start-up Expenses for Newly Registered or newly re-colonizing Student Organizations. A new student organization may request one-time funding to cover routine expenses associated with start-up costs.
2. Campus Events and Forums. Organizations may request funds to sponsor campus events or forums. These events must be advertised and open to the entire student body.
3. Travel Expense. Organizations may receive conference registration fees and lodging for its travelling members for one academic/professional conference per club per year. Copies of travel/conference/workshop information and proof of conference/workshop registration will be required.

### ***Rules and/or Procedures:***

1. Organizations must submit their written requests to the Office of Student Activities two weeks prior to the desired date of funding (exception: travel, which is to be submitted 6 weeks in advance if you desire university funding). This office is located in University Center 126.
2. Consideration for the funding will be on a first-come, first served basis. Higher consideration will be given to activities that (1) Support the mission and vision of A&M-Texarkana, (2) are widely publicized on the Student Activities Calendar and other campus-wide media (copies of flyers/advertisements should be submitted with application); (3) are predominately funded by sponsoring organization; (4) are held on-campus; (5) encourage academic enrichment; and (6) have no admission charge to A&M-Texarkana students.
3. These funds cannot be used for purchase of items to be sold for the fund-raising of events.
4. All organizations will be notified via email concerning the final outcome of their requests. (Advisor will be CC'd on all funding outcomes)
5. Funds for new organization start-up costs will be allocated based on demonstrated need as shown on the application.
6. For reimbursements: Funds for travel and campus events will be reimbursed only after actual expense receipts are submitted to Student Services. **(Receipts must be submitted within two week of the event.)** If funds are used for purposes other than approved, the entire allocation will be forfeited. Please remember that we cannot reimburse club accounts. We can only reimburse individuals.

**(DUE IN STUDENT SERVICES AT LEAST TWO WEEKS PRIOR TO EVENT)**

Student Services  
**APPLICATION FOR FUNDING**

**Organization Information:**

Name of Organization: \_\_\_\_\_

Number of Active Members: \_\_\_\_\_

Organization Representative:  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

Organization On-Campus Advisor:  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Phone: \_\_\_\_\_

**Funding Request Information:**

Total estimated expenses for this activity: \_\_\_\_\_

Amount contributed by organization: \_\_\_\_\_

Sources and amounts of any other funding: \_\_\_\_\_

Amount Requested from Student Services: \_\_\_\_\_

**This request is for (check only one of the following and complete that section):**

**\_\_\_\_\_ Start up Expenses for Newly Registered Student Organization**

Date of campus registration (or date of registration application) : \_\_\_\_\_

Description/Justification of Request: \_\_\_\_\_

**\_\_\_\_\_ Campus Events or Forums (Use back to provide additional information) Attach copies of flyers/advertising information.)**

Description/Purpose/Justification of Event: \_\_\_\_\_

**\_\_\_\_\_ Travel Expenses (Use back to list names and student ID# of students travelling. Attach copies of travel/conference/workshop information and registration.)**

Dates of Proposed Travel: \_\_\_\_\_

Destination: \_\_\_\_\_

Type of Transportation to be used: \_\_\_\_\_

Description/Justification of Travel: \_\_\_\_\_

**Required Signatures:**

We hereby apply for Student Service Funds and agree to use the allocation for the purpose outlined above. We also agree to submit Travel and Campus Event expense receipts to the Office of Student Activities (UC 126) within two weeks of the completion of our activity.

Organization Representative: \_\_\_\_\_  
Signature Date

Organization On-Campus Advisor: \_\_\_\_\_

Signature

Date

## Application for Funding

**Justification:** Explain the program, detailed budget, planned publicity (with copies of flyers, media releases, etc.) and how the allocation will benefit the University.

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**Additional Travel Information:** List all members travelling to this event and their Campus Wide ID number. Attach copies of travel/conference/workshop information and registration. Have all travel information and receipts returned to the Office of Student Activities within two weeks of return.

**Name**

**CWID**

**Phone #**

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List additional travelers on back.

*Approved by Student Activities:* \_\_\_\_\_