

Campus Life Development Fund

Within the student services fee budget, this specific fund exists with the objective of enriching campus life through fostering the development of additional programs that enable students to better connect with the campus and become more deeply engaged in the total educational experience. It is intended that the Student Service Fee (SSF) Committee annually establish program priorities for funding and that these priorities will change to meet the evolving needs of the campus.

As part of its objective, this fund has absorbed the function of the former unfunded organizations (UFO) budget, and will continue to consider funding requests from new organizations that emerge within the academic year seeking to provide new activities for the campus.

Each year the SSF Committee will identify three to five priorities for funding for the following year. Proposals will be solicited from all sectors of the campus to establish and support programs in alignment with those priorities. The proposals will be presented to the SSF Committee for funding consideration. The committee will meet monthly during the long semesters to consider funding requests. *Funding will be for one year with no guarantee of continuing support.* The intent is to use these funds for program support only with the intent of stimulating new program development. The funds may not be used for scholarships, stipends, or funding permanent positions.

Disbursement of funds will use the following program priorities:

1. Programs that encourage students to remain on campus for weekend activities.
2. Programs that encourage students to become involved in volunteer service.
3. Programs that foster campus pride and spirit.
4. Programs that encourage students to become involved in learning communities.

THIS FUND IS INTENDED FOR ON CAMPUS AND HUNTSVILLE AREA EVENTS.

Process:

1. The SSF Committee will meet monthly during the long semesters to review organizational requests for student service fee monies.
2. All student groups and departments not receiving line item student service fee appropriations are eligible to apply for funding.
3. The committee will receive up to 6 formal presentations of proposals per month. The requests will be considered in the date order in which they are received. Requests beyond the first 6 will be put on the review list for the following month. There will not be an opportunity to submit a request in order to hold a spot and then submit a revised, final request. All initial requests will be considered final.
4. Proposals requesting **\$1000** or less will not be required to make a formal presentation, and will not be counted in the 6 formal presentations to be heard monthly. All groups requesting over **\$1000** will be required to provide a 3-4 minute presentation of their request to the committee and will be counted in the 6.
5. All proposals are due by **5:00 p.m. the Monday prior** to the Student Service Fee Committee convening to consider proposals. The Committee will meet the second **Friday of each month at 2 p.m.** to consider the proposals. The only exception to this schedule is in the month of December. The December meeting will always be held on the day before finals. Decision to fund or not to fund the proposals will be immediate. Groups will be notified either that day when a presentation is made or the following Monday when no presentations is made as to their status.
6. All proposals may be sent via campus mail, U.S. mail, or brought to room #311F in the LSC. All mailed proposals should be sent to the address below.

Campus Life Development Fund Proposal
Lowman Student Center
Box 2389 – SHSU
Huntsville, Texas 77341-2389

Telephone inquiries or further information can be made by calling:
LSC Office at 936-294-1759.

**Sam Houston State University
Campus Life Development Fund Request Form**

Department or Organization: _____

How many members in your organization would benefit and /or will participate from this request? _____

Cost of Event or Purchase: _____ Amount Requested: _____

Charging for Event? Yes No If yes, how much? _____

Type of Event or Purchase (*please describe*): _____

Purpose of Event or Purchase: _____

Items to be purchased: (Detail purchases on back of form) _____

Event or Purchase Target Market (*who*): _____

Where will the Event be held? _____

Estimated number of attendees: _____

When will event be held or purchase made: _____

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Target your program/event to one (1) or more of the criteria below. Circle the appropriate criteria.

1. Programs that encourage students to remain on campus for weekend activities.
2. Programs that encourage students to become involved in volunteer service.
3. Programs that foster campus pride and spirit.
4. Programs that encourage students to become involved in learning communities.

Please Explain: _____

Restrictions

1. No funds will be allocated for off campus travel. This is to include but not limited to hotels, registrations fees, transportation, etc.
2. All T-shirt subsidies will not exceed \$5.00 per shirt.
3. All T-shirts must be dominated in school colors – Orange and White. Accent colors may be used as secondary colors only.
4. All publications must be approved by the Campus Life Development Fund Office before it goes to print this is to include t-shirts, flyers, banners, etc.
5. Sponsors: If sponsors are to be incorporated in the publication/apparel then the Campus Life Development Fund must also be included. Logo will provided upon request.
6. Security: All security requirements for events must be coordinated through SHSU University Police.

All groups that receive \$1000 or more will be required to provide a one page, post event summary of the event that will include how many people attended, cost (in and out) of the event, and a program narrative. This report is due the Monday following the event. Should this not be done, the committee will not consider the group for future funds.

Purchase Request:

<i>Description of Items</i>	<i>Quantity</i>	<i>Price</i>

Contact Person's Name (Printed)

Signature

Title

E-mail Address

Phone Number

Advisor's Name (Printed)

Advisor's Signature

Advisor's E-mail Address

Advisor's Phone Number

For Office Use Only

Date request received: _____ Time request received: _____

Received by: _____