

SAM HOUSTON STATE UNIVERSITY
Student Service Fee Travel Funds
Guidelines for Requesting Financial Assistance

PURPOSE: *Provide financial assistance to student organizations seeking to bring recognition to Sam Houston State University via the participation in local (off-campus), regional, state, national, and international student events, conferences, competition, etc. These funds are not intended to support strictly academic programming.*

INSTRUCTIONS:

Typically, responses to requests for funding are made within five business days when adequate information is provided in the request. Please submit a brief, written, narrative request for funding that includes:

- The name of the student(s) or organization requesting assistance. Sam ID numbers should be provided if available;
- A list of all the expenses required to attend the event (ex. registration, lodging, airfare, fuel). Please include per person costs and confirm how many students are planning to attend;
- Indicate the travel expenses that will be paid by the student or organization. Indicate other sources of donations or fundraising, if any;
- Dates of travel, destination, purpose of travel, benefit to organization or university, and formal name of conference, activity, or event;
- Name, telephone number, e-mail address and current mailing address of individual available to answer inquiries regarding the written request. Replies to requests will be mailed.

Please address your request to:

Office of the Vice President for Student Services
ATTN: Donna Artho
Lowman Student Center, Suite 303
SHSU Box 2237, Huntsville, 77341

Please note: This document is not a FORM. It is a guideline for completing a brief, narrative proposal that should be mailed to Campus Box 2237 or delivered to LSC 303.

Please direct inquiries to Ms. Donna Artho by phone at 294-1780 or e-mail at artho@shsu.edu. All reimbursable expenses require documentation, so please keep all of your receipts.

**THE FOLLOWING CRITERIA WILL BE CONSIDERED
WHEN EVALUATING REQUESTS:**

- 1) Requests from students/student organizations considered in good standing at SHSU will receive priority consideration.
- 2) Requests from students/student organizations who have not received assistance from the Student Service Fee Travel Contingency Funds in the current fiscal year (Sept – Aug) will receive priority consideration.

Student(s) and Organizations Requesting Financial Assistance
Student Service Fee Travel Funds

The Office of the Vice President for Student Services creates and distributes a newsletter to the campus community every fall and spring semester. A section of the newsletter is dedicated to highlighting student achievements and accomplishments; students who through their involvement and participation in local (off-campus), regional, state, national and international student events, conferences, competition, etc., have brought recognition to Sam Houston State University.

Upon return, students(s) or organizations who have requested financial assistance through Student Service Fee Travel Funds are asked to submit a brief, detailed written summary of their travel including pictures taken during or at the event, to be included in the newsletter. This is a great opportunity to promote your event, showcase your accomplishments, and increase participation.

Submissions can be sent by mail or delivered to:
Office of the Vice President for Student Services
Attn: Rosa Coss
Lowman Student Center, Suite 303
Huntsville, TX 77341-2237

E-mail submissions at coss@shsu.edu will also be accepted. For questions or further clarification, you may contact Rosa Coss at 294-1784.

- 1) Travel summary (500 words or less) – Microsoft Word (.doc)
include the following information: name of event, awards received, presentations (if applicable), name(s) of SHSU students who attended, purpose of travel, dates and location
- 2) Pictures – high resolution (.jpgs)