Event Request Form Guidelines

Objective

Campus Life Development Funds (CLDF) exist 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.

Qualification Guidelines

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

The CLDF is intended for on-campus and Huntsville area events ONLY. Funding will be for one academic year with no guarantee of continued support. The intent is to use these funds for program support only. Funds may not be used for scholarships, travel, or gift cards.

Who can apply for Event Funds?

- *Officially recognized SHSU student organizations* are eligible to apply for funding *(refers to student organizations recognized through OrgLink.)*.
- **New*** student organizations **may not** apply for Event Funds until they have first requested Seed Money. **(Refers to student organizations that emerge within the current academic year)*.

What is the process?

Recognized student organizations interested in receiving funds must submit a CLDF Fund Request form *(below)*. Proposals will be presented to the Student Service Fee Committee for funding consideration. The committee will meet monthly during the fall and spring semesters on **the 2nd Friday of each month at 2:00 p.m.** to review proposals. All proposals are due **9 BUSINESS DAYS prior to the Friday** when the committee meets, as per the CLDF Meeting Schedule. (*Always check the CLDF website as dates are subject to change.*)

What groups are required to make a formal presentation to the committee?

- Groups requesting funding in the amount of **$1,000 or more**
- Groups who have never requested funding from the Campus Life Development Fund

An email will be sent indicating which organizations will present and the order of presentations.

Presentations:

1. Presentations will only be 3-4 minutes long and should cover the following topics:
   - Name of presenter, organization name, and their position in the organization
   - How many members are in the organization and what their dues are, and how often they are paid
   - Name of event
   - Purpose of the event
     - How the event is beneficial to all SHSU students (not just your organization)
   - Expenses
     - How you have fundraised for this event
     - Will you have sponsors
     - How much you are requesting and how the money will be used

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- If you have a remaining balance on your budget explain how you will cover those expenses
- If applicable, how will any profits from this event be used
  - If this event was previously funded by CLDF, give a brief summary of the results of the event.

2. The committee will have copies of your proposal and budget; organizations are welcome to bring other *printed* materials they feel is relevant to their proposal **(please do not bring a PowerPoint presentation).**

How will I/we be notified if I received funding?

- Funding decisions are made immediately. Groups <u>required to present</u> to the committee will be notified shortly after their presentation. Groups <u>not required to present</u> will be notified the following Monday.

Purchasing:

A meeting must be set up with the Office of the Vice President for Student Affairs prior to making purchases. This will help the organization understand SHSU's purchasing policies and procedures and avoid delays with purchases or reimbursement.

- **Tips on how to use funds granted through campus life development:**

  - **T-shirts** - subsidies should not exceed **$7.00 per shirt**. The Office of the Vice President for Student Affairs must approve **all artwork** prior to requesting a formal quote from any vendor. T-shirt must contain either the SH box logo or have "Sam Houston State University" on the T-shirt. *T-shirt should promote Bearkat Spirit.*

  - **Promotional Items** - must be approved by the Office of the Vice President for Student Affairs <u>before</u> it goes to print. This includes flyers, banners, signs, buttons, pens, etc.
    - **Sponsors**: If sponsors are listed on the publication/apparel then the Campus Life Development Fund <u>must</u> also be included. The logo will be provided upon request.

  - **Security**: All security requirements for on-campus events must be coordinated through SHSU University Police.

- *CLDF cannot cover expenses related to:*

  - **Uniforms**
    - Includes polos, sports uniforms, or gear of any kind. Even if the uniform will be sold as a fundraiser or will be used in any fashion as part of a fundraiser the CLDF Fund will **NOT** cover the costs.
  - **Gift cards**
  - **Travel**
    - Includes but is not limited to hotels, registration fees, transportation, etc. Groups may request Student Affairs Travel Funds for this purpose.

> **For questions, please contact:**
> Office of the Vice President for Student Affairs
> (936)294-1784

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Campus Life Development Fund (CLDF) Event Request Form

The following provides general information about your program/event and should be completed upon requesting funds from CLDF. This information will help the committee determine the allocation of funding. Groups requesting **$999 or less** will not be required to make a formal presentation. Groups requesting **$1,000 or more** will be required to provide a 3-4 minute presentation to the committee. For more information, please call the Student Affairs Office.

All groups requesting funds from Campus Life Development must submit the **Request Form**, **Advisor Verification/Authorization Form,** and **Budget Spreadsheet** via email to vpsa@shsu.edu.
- Budget spreadsheet must show an itemized estimate of total expenses for the program/event.
- **All** forms must be submitted at the same time. Applications with incomplete information will not be processed.
- The funds cannot be used for scholarships, travel, or gift cards.

To qualify for funding, your program/event must meet one (1) or more of the following criteria. Check (√) all that apply.

☐ Programs/events that encourage students to remain on campus for weekend activities.

☐ Programs/events that encourage students to become involved in volunteer services.

☐ Programs/events that foster campus pride and spirit.

☐ Programs/events that encourage students to become involved in learning communities.

Contact Information

Name of Organization Requesting Funding (As it appears on tax document or other official documents):
Contact Person First Name:
When was your organization established (Month, Day, and Year)? *(Date on file with Leadership Initiatives)*
Contact Person Last Name:
Position in Organization:
SHSU Email Address:
Phone Number:
Advisor's Name:
Advisor's SHSU Email Address:
Advisor's Phone Number:

About Your Program or Event

Title of your program/event:

Where will your program/event be held?

Date and time of your event?

Purpose of your program or event (please describe in detail):

Estimated cost for your program or event?	Amount you are requesting: *Amount has to be equal to or less than the program or event cost*

Estimated number of attendees:

Will you be charging for this event? (Y/N)	If yes, how much will you charge per person?

Will other organization(s) be collaborating with you? (Y/N)	Will these organization(s) help with the cost of the event? (Y/N)	Name of Organization(s):

Additional Notes: *Additional documents may be attached with the request