

Campus Life Development Fund

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.
5. *Seed money* *(The purpose of seed money is to assist an organization as it grows, and is limited to \$500)

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. **New student organizations that emerge within the current academic year are limited to requesting “Seed Money” (for the first initial proposal) and are required to present before the committee.**

Commonly Asked Questions:

Who can apply for CLDF?

All **officially recognized SHSU student organizations* are eligible to apply for funding (**refers to student organizations recognized through OrgLink.*).

What is the process?

Recognized student organizations interested in receiving funds must submit a [CLDF Fund Request form](#).

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 **\$1,000 or more**

—Groups requesting **Seed Money**.

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

Presentations:

The committee will review up to 10 formal presentations per month. Any requests beyond the first 10 will be reviewed the following month. Submission requests to “hold a spot” with intentions to make revisions, are not permitted. All initial requests are final and cannot be revised.

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 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
 - 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 on the results of the event.
2. The committee will have copies of your proposal and budget; organizations are welcome to bring other materials they feel is relevant to their proposal.

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

Funding decisions are made immediately. Groups required to present to the committee will be notified shortly after their presentation. Groups not required to present will be notified the following Monday. After you have been awarded CLDF funds, certain restrictions will apply in regards to purchases.

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**. T-shirts must dominate in the following colors: orange, white, black, navy, or royal blue. 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.*
 - [Example of Shirts](#)
 - **Publications/Promotional Items** - must be approved by Office of the Vice President for Student Affairs **before** 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 must also be included. Logo will be provided upon request.
 - **Security:** All security requirements for events must be coordinated through SHSU University Police.

For questions, please contact:

Office of the Vice President for
Student Affairs
(936)294-1784