

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 see the [CLDF Guidelines](#).

All groups requesting funds from Campus Life Development must submit the **Request Form**, [Advisor Verification/Authorization Form](#) and **Budget Spreadsheet** via email to ypsa@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 may not 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:
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: <i>*Amount has to be equal or less than the program or event cost</i>	
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: <i>*Additional documents may be attached with request</i>		



DIVISION OF STUDENT AFFAIRS

Campus Life Development Fund

Helpful Tips

Purpose: *This document includes various techniques to make the Campus Life Development process easier for student organizations. Use this to your organization's advantage to ensure proper funding.*

Request Form:

- Make sure the budget numbers on your request form match those on your budget spreadsheet.
- The amount you are requesting should not be the same number as your estimated cost.
 - The organization must show fundraising efforts.

Budget Spreadsheet:

Expenses must be itemized, the more detail the better. Show fundraising efforts and list out sponsors, if applicable. If you have any questions, contact the Office of the Vice President for Student Affairs.

Presentations *(only groups who are requesting Seed Money or \$1,000 or more will need to present):*

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

- 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.

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:



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- **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.*

 - **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.
- CLDF will not cover expenses related to :
 - Gift cards
 - Travel
 - Includes but not limited to: hotels, registrations fees, transportation, etc. Groups may request Student Affairs Travel Funds for this purpose.