

Campus Life Development Fund (CLDF) Seed Money Request Form

The following provides general information about your program and should be completed upon requesting funds from CLDF. **New student organizations that emerge within the academic year are limited to requesting Seed Money for their initial presentation. Any organization who presents for Seed Money will have to present before the CLDF Committee.** For more information, please see the [CLDF Guidelines](#).

All groups requesting funds from Campus Life Development must submit the Seed Money 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 on what you plan to purchase with Seed Money (ex: Promotional items, T-shirts (all university guidelines and procedures must be followed), tabling items, etc.)
- Budget must include the item(s) you will be purchasing, quantity, price per item, and vendor.
- **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.
- The maximum amount of money you can be awarded for Seed Money is \$500.
- If awarded, Seed Money can not be disbursed as a blank check to the organization. The organization representative must meet with the Budget Specialist in the VPSA Office to review purchasing guidelines.

Contact Information

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| Name of Organization Requesting Funding (As it appears on tax document or other official documents): |
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| 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 Organization

When was your organization established? (Can be an estimate of the year)

How many members do you currently have?

Do your members pay dues? If so, how much and how often? What do the dues cover?

What is the primary purpose of your organization?

Why would your organization benefit from the Seed Money?

Is there any additional information you would like the committee to know?



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.