

Seed Money 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

- **New** student organizations that emerge within the **current** academic year can only request “Seed Money” for their first initial proposal.
- Must be an **Official recognized SHSU student organization**. (*refers to student organizations recognized through *OrgLink*).
- Seed Money is limited to \$500 and can only be requested once.

What is the process?

Recognized student organizations interested in receiving funds must submit a CLDF Fund Request form (*below*). 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.*). **All organizations requesting Seed Money will be required to present in front of the committee.**

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
 - Primary Purpose of the organization
 - Why the organization would benefit from Seed Money
 - Expenses
 - How much you are requesting and how the money will be used
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 will be notified shortly after their presentation.

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 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. The logo will be provided upon request.

- **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 cannot 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.

<p style="text-align: center;">For questions, please contact: Office of the Vice President for Student Affairs (936) 294-1784</p>
--

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 contact the Student Affairs Office.

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 ypsa@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, tabling items, etc.)
- Budget must include 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 **cannot** 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

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 Organization

When was your organization established (Month, Day, and Year)? *(Date on file with Leadership Initiatives)*

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?