Procedures and Funding Guidelines for Student Activities Funding

Purpose: Student Activity Funds are to be used in direct support of the educational activities of student clubs and student organizations in the College of Communication and Fine Arts. The intention of these funds is that they should benefit as many students as possible and that they are merely to be supporting in nature. These funds are not intended to fully support any proposed project, and it is the applicant’s responsibility to document on the application any other funding agencies from whom support is being requested.

Procedures:

- All funding requests must be initiated by student organizations registered with the Office of Student Life and "hosted" by departments within the college or initiated by those departments themselves on behalf of some performing or presenting group within the department.
- All requests must be made on the application available below. This application should be printed after completion and submitted to the chairperson of the "housing" department subject to timelines established by that department.
- Each chairperson and/or department will review all its applications and, in cases where a department sponsors more than one request, rank the submitted requests. The printed and rank-ordered requests will then be submitted in one packet to the Dean's Office by October 3 of the current academic year.
- Shortly after October 3, the Dean's Office will convene the Student Activities Committee to assist in the allocation of funds. This committee will be made up of one student from each department within the college and chaired by a member of the Dean's staff. Though final responsibility for allocation must rest with the Dean's Office, consultation with the Student Activities Committee will be as often as needed.
- All expenses will be charged to either the "housing" departmental S&E account or to the organization's fund. Upon receipt of paid vouchers and a letter detailing the activity and requesting reimbursement, reimbursement will be made by the Dean’s Office. Under no circumstances will monies be reimbursed until expenses have been incurred.
- All requests for reimbursement of allocated funds should be in the Dean's Office by April 15 of the current academic year.

Funding Guidelines:
**Trips**

- Travel will be funded following existing university policies and rates.
- The most efficient use of vehicles or other travel should be utilized.
- Tolls and parking expenses can be funded. Receipts are required for reimbursement.
- Ordinarily no meals for students will be funded except when hosting a speaker (see below).
- Registration fees and tickets to events will ordinarily not be funded.
- Lodging will rarely be funded fully; it may be partially funded if money is available.
- A faculty advisor's share of travel and lodging costs can be funded at a rate comparable to that of the students.
- Convention attendance expenses for a limited number of students will not be funded.

**Speakers**

- A maximum honorarium is $100.
- Meals for speakers can be reimbursed at current university faculty rates. Receipts need to be turned in with the request for reimbursement. Money can be approved for a comparable meal for one student host. Again, a receipt is needed.
- Travel and lodging expenses for a speaker are reimbursable.

[Click here to download the application form.](http://www.ccfa.cmich.edu/faculty/studactv.html) Please note that for the calculations on this form to work properly, the macros must be enabled. Save the form to your hard drive without opening it, then open the form from within MS Word and, when prompted, instruct Word to "enable macros".