

Student Vending Funds Guidelines and Application

Applications due Oct. 15 for fall semester
and Feb. 15 for spring semester



College of
Education &
Human Services

About

Vending Machine Funds are to be used in the direct support of student activities that enhance the academic program, primarily through student clubs and other student organizations within the College of Education and Human Services.

Examples of activities that normally have been funded are:

- Honoraria and/or expenses to help fund a guest speaker
- Support of individual students or students in a professional organization to attend state or regional conventions or workshops
- Support for a special interest group to make a field trip

Guidelines

- 1.** All applicants must be currently enrolled at CMU and affiliated with the College of Education and Human Services to be eligible to receive funding from this source.
- 2.** Additionally, all student organizations must be recognized by the University and registered with the Office of Student Activities and Involvement.
- 3.** While individual students and student organizations may request funds, these monies are meant to be used in a way that benefits the greatest number of students.
- 4.** Particular consideration will be given to applications that have demonstrated student efforts to secure additional funding from other sources such as the Student Budget Allocation Committee (SBAC) or through the appropriate department.
- 5.** While organizations and individual students may request support for any number of students, instances where information can be brought back and shared with others are more likely to be funded. Examples of acceptable forums to share information include: classes, regularly scheduled organizational meetings, special programs, and poster sessions.
- 6.** Individual students or organizations who submit multiple applications must provide a ranked order of preference for funding.
- 7.** Presentation and/or other forms of active participation, if at a conference/workshop, will enhance the probability of support.
- 8. Acceptable expenses** include:
 - a. Car, van or bus expenses can be funded up to the current rate as indicated by the University
 - b. Highway and parking tolls, hotel, air/ground transportation, and registration fees
 - c. Rental car expenses
 - d. Advertising, printing, honorarium and hosting expenses
- 9. Unacceptable expenses** include:
 - a. Meals: This includes meals that may be included in conference registration fees. However, meals are allowed when the organization/individual is hosting a speaker.
 - b. General operating funds (i.e., supplies, handbooks, postage, subscriptions, etc.) for organizations.
 - c. Field trips for specific academic course requirements
 - d. Souvenirs/promotional items from conferences (i.e., t-shirts, bags, cups, etc.)

Applications Process

1. All requests for funds must be made on the appropriate application form.
2. The **deadlines** for submission of applications are as follows:
 - a. **Fall semester Oct. 15**
 - b. **Spring semester Feb. 15**
3. All applications must be received in the Education and Human Services Dean's Office, EHS Building 426, by 5:00 pm on the date due. If the due date falls on a weekend, applications will be accepted until 5:00 pm the next business day. It is the applicant's responsibility to obtain required signatures from both their advisor and the department chair. Please be aware that chairpersons/faculty members have demanding schedules that may limit their availability. Applications WILL NOT be accepted without all required signatures indicating proposal approval.
4. Applicants must apply to their home department. That is, there must be a direct relationship between the activity and the academic department in which the student is part of.
5. Each application must be typed and include all required information
6. Applications must include the following information:
 - a. A complete list of all participating students as well as their CMU global IDs
 - b. Budget breakdown of estimated expenses and revenues (per person and total: mileage/transportation, lodging, fees, honoraria, etc.)
 - c. A brief statement of the educational purpose of each activity
 - d. A brief statement of outcomes
 - e. Appropriate supporting documentation such as event information/brochures (i.e., registration form, quotes, etc).
 - f. Signatures from the student/organization representative, advisor, and the department chairperson indicating approval of the application.

Please be certain that you have fully complied with these requirements prior to submitting your application. Failure to do so may result in your application being rejected.

Reimbursement Process

- 1.** The applicant(s) will receive a notification letter of approval or denial of the application after the student advisory committee meets. Letters will indicate the amount of the award.
- 2.** Submit the Vending Funds Request for Payment Form, itemized receipts and reimbursement form for individuals or invoice voucher for groups **30 days after completion of activity** or, if activity has already passed, within **30 days of date listed on the notification letter**.
- 3.** The Vending Funds Request for Payment Form must be completed and signed by the student/organization representative and advisor and include all **original** itemized receipts for the expenses you anticipate reimbursement. Please note that the University cannot reimburse for expenses that do not have **original** supporting documentation.
- 4.** To expedite payment, the advisor should be responsible for turning in all receipts and distributing reimbursements to participating members. Individual payments will not be made unless you are an individual student applicant. All student organizations will receive one lump sum payment and the organization advisor will be required to allocate the funds to individual members.
- 5.** Organizations can only be reimbursed for the expenses to the individuals that were listed on the application. For example, if you listed Jane Doe as one the participants attending the activity and John Doe went in her place, John Doe cannot be reimbursed. Additionally, students and organizations may only be reimbursed for their actual expenses to not exceed the amount approved.
- 6.** Reimbursement materials must be signed by the student/organization representative and the CMU faculty sponsor.
- 7.** The College of Education and Human Services reserves the right to verify the accuracy of all reimbursement materials. Any misrepresentation of information or misuse of funds received from the College is strictly prohibited and may be investigated and dealt with appropriately.

Representatives for the Vending/Student Advisory Committee

At the start of the fall semester, the College of Education and Human Services seeks out student representatives to serve on the Education and Human Services Vending/Student Advisory Committee. This committee is responsible for allocating Vending Machine funds to various students and organizations to promote worthwhile educational experiences. In addition, this committee will award funding for the new Service Learning Award and occasionally provide input to the Education and Human Services Administrative Staff on issues that directly impact students within the College of Education and Human Services. Typically, this committee meets once in the fall semester and once in the spring semester. If you are interested, please contact Roxanne Jordan at 989-774-6448 or jorda1rr@cmich.edu.

Should you have questions with the application or reimbursement process, please contact Roxanne Jordan in the EHS Building 426 at 989-774-6448 or via email at jorda1rr@cmich.edu.

Student Vending Funds Application

Please use this form to apply for College of Education and Human Services Vending Funds. Complete the requested information and include a list of student participants and any additional information as stipulated in the College of Education and Human Services Vending Guidelines. Fall applications are due by 5 p.m. on Oct. 15. Spring applications are due by 5 p.m. on Feb. 15. (If due date falls on a weekend, forms are due by 5 p.m. the first business day following the deadline.) Submit all requests for College of Education and Human Services Vending Funds to the Dean's Office in EHS Building 426. **All information should be typed.**

I. Contact Information

Student Organization/Individual: _____

Address: _____

Organization Contact Person: _____

Contact Person Global ID: _____ Phone #: _____

Organization Faculty Advisor: _____ Campus Address: _____

Advisor Global ID: _____ Campus Phone #: _____

II. Description of Project

Provide a short summary describing the activity. See the College of Education and Human Services Student Vending Fund Guidelines for information to include in this description.

III. Estimated Expenses and Revenues

Applicants must attach a projected budget breakdown for the activity. The budget must include the following information:

- Itemized projected expenses
- Itemized projected revenue, if applicable
- Anticipated funding awards from other sources (ex. SBAC)
- Anticipated out-of-pocket expenses
- Total cost of the activity
- Total amount being requested of the CEHS Student Vending Funds

Expense Description	Approx. Amount
Anticipated income from other sources	
Total Budget Proposal	

IV. List of Participants in Activity

Please include all students who plan on attending the activity for which you are requesting funds. If all the students are on this original list of participation, then there is no need to complete this form after the activity is completed. If some students did not participate who were on the original list, please complete a revised listing of participation when submitting your request for payment. Students who participate in the activity but are not on the original list will not be eligible for reimbursement.

V. Attach Supporting Documents

Event information/brochures (i.e., registration form, quotes, etc)

We, the undersigned, certify that the information provided on this form is complete, true, and accurate to the best of our knowledge.

Signature of Project Contact

Date

Faculty Project Advisor

Date

Department Chair Signature

Date

Once completed and required signatures are collected, the application and all appropriate documents should be sent to the Education and Human Services Dean's Office, EHS Building 426.

Student Vending Funds Request for Payment

Please use this form to report on activities which were funded by College of Education and Human Services Student Vending Funds. Refer to the award letter for payment request deadline.

Name of Group or Individual:

Briefly describe funding activities:

Briefly describe how the information has been shared either with your organization or with other students within the College of Education and Human Services.

I hereby state that all of the information being submitted on this form is accurate.

Signature of Person Preparing Form

Date

Advisor

Date

For reimbursement, the following items must also be attached:

1. Completed [reimbursement form](#) for individual submissions or
2. Completed [invoice voucher](#) for student organization submissions and
3. All original receipts

Reimbursement form or invoice voucher can be found on the contracting and purchasing forms website under [payable accounting](#). **When completed and signed submit all documents to the Education and Human Services Dean's Office, EHS Building 426.**