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 (Please read before continuing to the Application phase):

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 Life.

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 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. Expenses that are ACCEPTABLE to fund are:
   a. Car, van or bus expenses can be funded up to the current rate as indicated by the University
   b. Highway & parking tolls, hotel, air/ground transportation, and registration fees
   c. Rental car expenses
   d. Advertising, printing, honorarium and hosting expenses

9. Expenses that are UNACCEPTABLE to fund are:
   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.)

**APPLICATION PROCESS:**

1. All requests for funds must be made on the appropriate application form available from the link at the bottom of this page.

2. The DEADLINES for submission of applications are as follows:
   a. FALL Semester October 15
   b. SPRING Semester February 15
   c. SUMMER Contact the Office of the Dean (774-2818)

3. All applications must be received electronically in the EHS Dean’s Office, EHS 426, by 5:00pm on the date due. If the due date falls on a weekend, applications will be accepted until 5:00pm the next business day. It is the applicant’s responsibility to obtain required signatures from both their advisor and the department chair. When approval is given, add the approving persons name in the signature block in the for. The Dean’s Office staff will confirm approval has been given by both the advisor and chair once applications are received. Please be aware that chairpersons/faculty members have demanding schedules that may limit their availability. Applications WILL NOT be accepted without all required electronic 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 a part of.

5. The application must be typed and include all required information.

6. The application 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. Electronic 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. Upon approval/denial of funding the applicant(s) will receive notification including the appropriate reimbursement form. In addition, an activity report form and a reimbursement checklist should be attached to the reimbursement form as well. These two forms can be accessed at http://www.ehs.cmich.edu/formstudents.htm.

2. Reimbursement materials must be submitted within 30 days of completion of the activity. The form must be completed and signed by the student/organization representative and advisor and include all ORIGINAL itemized receipts for the expenses you anticipate being reimbursed for. Please note that the University cannot reimburse for expenses that do not have original supporting documentation.

3. 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.
4. All organizations/individuals that receive funding must include a report of their activities with their reimbursement materials within 30 DAYS OF COMPLETION OF THE ACTIVITY.

5. Organizations can only be reimbursed for the expenses for exact 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 not exceeding 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 EHS Vending/Student Advisory Committee**

At the start of the fall semester, the EHS Dean's Office seeks out student representatives to serve on the EHS 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 occasionally provides input to the EHS Administrative Staff on issues that directly impact students within the College of Education and Human Services. Typically, this committee meets once each semester and does not meet during the summer. If you are interested, please contact Nel Boose at 989-774-2818 or at boose1es@cmich.edu.

Should you have questions with the application or reimbursement process, please contact Nel Boose in the EHS Dean's Office at 774-2818 or via email at boose1es@cmich.edu.