

COLLEGE OF SCIENCE AND TECHNOLOGY

PROCEDURES AND POLICIES FOR SUPPORT OF STUDENT ACTIVITIES

Fall 2015

Purpose: Student Activity funds are to be used in the direct support of student clubs, student organizations, and projects in the College of Science and Technology.

Guidelines:

1. All student organizations requesting funds must be registered with the Office of Student Life. Organizations can register or verify their status online at <http://cmich.orgsync.com>
2. Operation of the organization (supplies, handbooks, postage, etc.) will not be supported through these funds.
3. Students are not eligible to receive both vending funds and student presentation funds for the same event.
4. All requests must be made on the application form available from the Dean's Office and signed by the organization's advisor and the chairperson of the sponsoring department. There should be one application for each event (speaker, trip, etc.) for which funding is requested.
5. Application must include:
 - a. Budget break-down of costs: mileage (use official mileage chart), lodging, fees, honoraria.
 - b. A brief statement of the educational purpose of each activity.
6. Activities should benefit as many students of the College of Science and Technology as possible.
7. Applications from individual students in support of premier display presentations at regional and national meetings are also encouraged. To apply for these funds, please complete a student presentation grant form and submit to ET 200.
8. Organizations will submit applications for funds in priority order to the sponsoring department. The chairperson and/or the department will review the priorities and, in a case where a department sponsors more than one student organization, rank requests from all organizations. The rank-ordered requests will then be submitted to the Dean's Office.
9. The deadline for submission of spring requests to the sponsoring department is September 18, 2015. Sponsoring departments will then review requests and submit them to the Dean's Office by September 25, 2015.

All requests for reimbursement of allocated funds should be in the Dean's Office no later than 30 days after the event.

NOTE: Organizations are also encouraged to explore funding opportunities through the Student Government Association's Student Budget Allocation Committee.

Funding: The following types of events may be funded as indicated:

Trips:

1. Travel options:
Mileage for personal car use (based on university approved mileage rate)
Car rental and gas (out of state travel only)
The most efficient use of vehicles should be utilized.
2. Tolls and parking expenses can be funded. **Receipts are required for reimbursement.**
3. Ordinarily no beverages, food or meals for students will be funded except when hosting a speaker. In order to be reimbursed for a meal, an itemized receipt from the restaurant needs to be submitted.
4. Tickets to events will ordinarily not be funded.
5. Lodging may be partially funded if money is available.
6. A faculty advisor's share (though not that of his/her guest) of travel and lodging costs can be funded.

Speakers:

1. A maximum honorarium is \$100.
2. Meals for speakers can be reimbursed at university rates as follows:
Breakfast \$7.00
Lunch \$11.00
Dinner \$23.00

Itemized receipts need to be turned in with the request for reimbursement.

Student Activities money can be approved for a comparable meal for one student host. Again, a receipt is needed.

3. Travel expenses for a speaker can be reimbursed.

Final responsibility for allocation rests with the Dean's Office.

When possible, expenses should be charged to either the sponsoring departmental S&E account or to the organization's fund. Upon receipt of paid vouchers, reimbursement will be made by the Dean's Office. No monies will be reimbursed until expenses have been incurred.

In accordance with University policy, an individual cannot be reimbursed based on a receipt paid by another individual. Do not split costs between students and both file the same receipt for the same expense. Original receipts are required. If the expense is eligible for reimbursement, one student or the student group should pay and request reimbursement.

Reimbursements to students are processed as credits to their student account.

**COLLEGE OF SCIENCE AND TECHNOLOGY
APPLICATION FOR STUDENT ACTIVITIES MONIES**

INSTRUCTIONS: Fill out one form for each request. Return the completed form to the sponsoring department.

Organization _____ **Date** _____

Name of Sponsoring Department _____

Amount of Request _____ **Date(s) of Event** _____

Number of Students Involved _____

Student Signature

Department's Priority Number

Department Chairperson's Signature

Organization Advisor's Signature

Organization Advisor - Please print name

Event Definition—Tell us the What, Where, and Why of the event. Attach additional page(s) if necessary.

EVENT BUDGET REQUEST FORM

<u>Line Item</u>	<u>Explanation</u>	<u>Total Cost</u>	<u>Department Contribution</u>	<u>Student/Group Contribution</u>	<u>Fundraising</u>	<u>Amount requested from the College</u>
<u>Registration</u>						
<u>Transportation</u>	PROVIDE DETAILS BELOW					
Destination						
Mileage (\$0.575 per mile)						
Vehicle Rental						
Flight						
<u>Lodging</u>						
<u>Advisor Expenses</u>	PROVIDE DETAILS BELOW					
Registration						
Transportation						
Lodging						
<u>Speaker Costs</u>	PROVIDE DETAILS BELOW					
Transportation						
Honorarium						
Meals						
Lodging						
<u>Other Expenses</u>						
<u>Total Expense/Contribution</u>						