

## FOC Travel Funding Policy

Purpose: To **aid** individual(s) through funding, to sponsor, or attend, *conferences/competitions* that promote leadership and academic growth.

Objective: The key objective is to **aid** individual(s) in the opportunity to participate in conferences/competitions that can enhance their education at MWSU.

### Requirements:

- ~~1.~~ Individual(s) must be in good standing with the SGA and the university (academic & conduct).
- ~~2.~~ All students requesting funds must have a cumulative GPA of 2.25 (on a 4.00 scale) to request funds.
- ~~3.~~ Individual student(s) must submit to the SGA office (Blum 217), all requested documentation with the application no later than 15 business days prior to the departure date before the application will be reviewed by the FOC. Missing or incorrect information may result in denied or reduced funding.

### Funding Guidelines:

1. FOC should not be the sole funding source for any individual's and/or RSO conferences or competitions.
2. Up to five Individuals attending the same conference, regardless of RSO affiliation, will be considered an impromptu RSO, and, as such, will have to follow the same guidelines for travel that an RSO does.
3. Individuals may request funding up to, but not exceeding \$500 per fiscal year. 4. Individual contribution must be at least 15% of the total amount requested. 5. If contribution cannot be met, a supplemental Student/RSO Economic Need Application may be requested in place of the original funding application, and will be reviewed by the Vice-President for Student Affairs and the SGA Administrative Coordinator. In the case of a Student/RSO Economic Need Application request, Financial Aid verification may be required.
6. The FOC will not fund the following (not limited to): Employment conferences, study abroad, study away, clothing, food, dues associated with an organization, non-academic tournaments, mission trips, classes for college credit unless covered in mandatory registration fee, graduate school interviews or auditions, unless deemed acceptable by the FOC.
7. The FOC/Senate reserves the right to investigate the use of all funds allocated. If the FOC finds that the funds allocated have been misused or misrepresented, individual(s) and/or RSOs may be held liable and all future funding from SGA be denied for two (2) fiscal years.
8. Any unused funding at the end of the semester will be retained in the 1.2 Campus Organizations (F.O.C.) line of the SGA Budget.

### Application Process:

1. Go to the SGA Webpage and under the "Finances and Funding" tab select the appropriate online funding application
2. Completely fill out the application and get proper required signatures
3. Complete a "Student Travel Release" form for each attending student

4. Attached all required documentation to completed online application
  - a. Completed Student Travel Release(s)
  - b. Conference Itinerary & Registration fees
  - c. Travel information (Airfare/Bus/Train quote, Car rental and/or MapQuest/Google Maps)
  - d. Lodging Rates/Lodging Reservation
5. Submit completed application with required documentation to the SGA office in Blum 217

Follow-up Process:

1. All receipts, corresponding documents, and a typed follow-up report to account for the money allocated must be submitted to the SGA Office (Blum 217) two weeks (10 classroom days) after the event. Failure to comply will result in the termination of current and future funding until the situation is rectified. If an individual(s) and/or RSOs fails to comply in repeated situations, all future funding from SGA may be denied for the following fiscal year. 2. Individual(s) and/or RSOs will set a time with the Director of Finance to attend an SGA Senate meeting to give up to a 3 minute speech about their attendance to the conference/competition.
3. FOC and/or SGA Executive Board reserves the right to deny funding if deemed necessary. Any denial shall require a written reason for the denial.
4. Appeals for Travel shall follow the procedures set out in Article V, Section 6A of the SGA Bylaws