Campus Life Student Organization Leadership Funding

Policies and Guidelines Updated 06/2011

**Purpose:**

The Campus Life Leadership Fund provides conference and retreat registration fees for members of student organizations to attend events that foster leadership development.

**Deadlines:**

Applications must be submitted at least four weeks prior to the date funding is needed.

**Eligibility:**

Only Eastern Michigan University student-run organizations recognized and in good standing with Campus Life and the Student Conduct and Community Standards Office are eligible for funding. All members who receive funding must be currently enrolled at EMU, and in good standing with the institution.

**Stipulations:**

Student organizations may receive up to $1,000.00 by Campus Life once an academic year for Leadership Development. Full funding is never guaranteed. Preference will be given to programs that occur on or within close proximity to campus. Campus Life will NOT provide funding for travel or hotel related expenses. Preference will be given to leadership retreats. However, conferences will be funded if Campus Life determines that the event will contribute meaningfully to leadership development for the organization. Only planned programs that contribute meaningfully to the development of leadership skills of the participants will be funded. Please remember that funds do run out as the year progresses, so it is in your best interest to apply as early as possible. NO REIMBURSEMENTS will be accepted or supported.

1. Required Paperwork Completed online application
2. Official Copy of the conference registration form
3. Official program agenda
4. Membership list for all members attending.
5. If funding is granted, each attending member will be required to complete and submit a program evaluation form.
**Obligations of the Organization:**

**Prior to the Event:**

Designate an organization representative responsible for presenting the application to Campus Life. Schedule an appointment with Campus Life Student Organizations to present your application. After funding is granted, Campus Life will contact the event registration manager, and make direct payment for the members attending. If a member fails to attend the event, they must reimburse Campus Life for the cost of their registration or find another member to attend in their place. All attending members must complete and submit a written evaluation of event no later than two weeks after the conference.

* If the evaluation materials are not turned in within 4 weeks, the organization will have its access to future funding revoked – including Student Government allocation requests.