

Policy on Raupe Funding

Section 1: Purpose Statement

- A.) The purpose of the Raupe Travel Grant is to assist University of North Texas students who are attending a conference that will not only benefit the university, but themselves as well, enriching the student with knowledge and a learning experience that they can't get in a classroom setting through a reimbursement grant.

Section 2: Composition

- A.) Raupe will be overseen by a director (Director of Student Allocations over Raupe) that shall also serve as a Student Government Association (SGA) Executive Board member at the discretion of the SGA President and meet all requirements for the SGA Executive Board.
- B.) The Raupe committee shall consist of the Raupe Director and at least four other UNT students selected by the Raupe Director.

Section 3: Duties of the Director

- A.) The Raupe Director shall schedule dates, times, and locations for the Raupe committee to meet and review funding requests received.
- B.) The dates and times of the Raupe committee will be announced at the first SGA meeting of each long semester.
- C.) The dates and times of the SGA Resource Meetings will be announced at the first SGA meeting of each long semester.
- D.) The Director will review and approve or deny all applications received from individual students and/or student organizations requesting Raupe funding.
- E.) The Director will set deadlines for the students that have been granted funding to submit all funding paperwork and/or receipts.
- F.) The Director will maintain funding records for a minimum of five fiscal years.
- G.) The Director will represent Raupe on various University Committees, actively correspond with the Student Activities Center, and serve as the official representative of Raupe Fund.

Section 4: Duties of the Raupe Committee

- A.) A committee member must report a conflict of interest to the Director of Student Allocations over Raupe.

Section 5: Funding Requirements

- A.) A student can receive up to \$750 per semester towards one (1) conference. While there is no limit to the number of student attending the same conference, the fiscal limit for any one conference is \$3,000. If multiple members of a registered student organization desire to attend the same conference, they may submit one (1) application for all members. Student organizations can apply for up to \$3,000, but any amount exceeding this limit will need to gain approval of the UNT SGA President

- B.) Raupe funding shall consist of money allocated annually from the Student Service Fee Committee.
- C.) To receive funding, an organization must be officially registered with the Student Activities Center and meet all requirements set forth by the Student Government Association By-Laws.
- D.) All individuals and/or student organizations receiving Raupe funding must attend a conference that will not only benefit the university, but themselves as well, enriching the student with knowledge and a learning experience that they can't get in a classroom setting.
- E.) The Raupe committee will not deny funding on the basis of race, color, national or ethnic origin, religion, sex, sexual orientation, gender identity or expression, age, political affiliation, disability, marital status, ancestry, genetic information, citizenship, or veteran status.
- F.) Funding requests must be submitted no more than three (3) months in advance of their proposed conference.
- G.) The link to the Raupe application must be located on the Student Government Association website along with a copy of the Raupe By-Laws.

Section 6: Applicant Responsibilities

- A.) Students are required to attend a resource meeting prior to submitting an application for funding. Attending a resource meeting after the student has submitted an application will result in a denied application.
- B.) If an application is denied the student must submit a new application, keeping in mind the requirements.
- C.) Any student demonstrating activity not congruent with the mission or objectives of the University of North Texas will have reimbursement privileges suspended upon agreement of the SGA President and the SGA Advisor.
- D.) Funding requests will be considered on the basis of merit and when the application was turned in. Even if a student meets the requirements for funding, allocation of funding is not guaranteed.
- E.) The Raupe committee shall meet at least four times a semester to review applications received. The Committee may approve, deny, or change the amount of funding disbursed.
- F.) All funds reimbursed can only be used for conference fees approved by the Raupe committee.
- G.) Raupe applicants must upload receipts within fourteen (14) days of the last day of their conference, otherwise will result in a retraction of all funds.