



Please carefully review the SGA guidelines and stipulations for the Raupe Fund before submitting your application.

Qualifications for Funding:

- Only registered undergraduate students in good standing with the University of North Texas are considered for funding.
- The purpose of the B. Craig Raupe Travel Grant Fund is to assist students and registered student organizations 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.
- Students can receive **up to \$750** per semester towards their conference. Registered student organizations can receive **up to \$3,000** (up to \$750 per student for up to *four* (4) students) towards their conference.

SGA WILL NOT FUND THE FOLLOWING:

- Internships
- Study Abroad
- Retreats
- Mission Tripe
- Banquets
- Events/Celebrations
- Any expenses violating University Policy, the Student Code of Conduct, State or Federal Law
- Alcohol (even if over the age of 21), drugs, or anything banned in the Student Code of Conduct. This policy applies to UNT students and includes guest speakers, advisors, alumni, etc.

The Funding Process:

1. In order to receive any funding, ALL of the following must be done by a student organization:
 - a. Attend an SGA Resource Meeting (dates and times can be found online)
 - b. Complete the online application (via OrgSync) by the deadline set by the Director of Student Allocations
 - c. Present to the SGA Raupe Committee at the scheduled time set by the Director of Student Allocations

- d. Upload *itemized* receipts **within 14 days** of the *last* day of the conference; otherwise, you may forfeit your reimbursement.

Funding is divided into fall/winter and spring/summer phases. Students may only apply in the semester their conference takes place. If student has both fall and spring conferences, they must apply for both fall/winter and spring/summer funding; however, they must apply during the relevant semester (i.e., Apply for a fall/winter conference during the fall, and a spring/summer conference during the spring.)

The online application must be submitted **no more than three (3) months** in advance of the conference.

Deadline to Claim Funds:

Application Opens: August 27th, 2018, at 8 AM

Application Deadline: November 7th, 2018 at 5 PM

Presentation Requirements:

- Each student or student organization is required to make a presentation before the members of the Raupe Committee.
- The presentation should explain the conference's purpose and activities, fees, and any additional sources of income (including sponsorships, fundraising projects, and dues).
- The presentation should explain the purpose, activities and benefit of the conference.
- Students must provide a detailed budget with the application and go over each line item with the committee during the presentation.
- Presentations should not last longer than 10 minutes, with 10 minutes remaining for question and answer by the Raupe Committee.

Apply Today!

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