

STUDENT LEADERSHIP DEVELOPMENT FUND (SLDF)

STUDENT GOVERNMENT ASSOCIATION

The purpose of the Student Leadership Development Fund is to help provide students of chartered organizations the opportunity to further their knowledge of leadership by participating in leadership, research, or competitive conferences and activities.

- The fund is a **REIMBURSEMENT** and helps reimburse students for items such as conference registration fees, lodging for conference travel, and transportation to and from the event. **Original receipts must be submitted** with the application to be considered for reimbursement. (Mileage may be documented by using Google Maps internet mapping and providing a printout.)
- All chartered student organizations who have a **SUCCESSFUL*** charter with the Center for Student Development, who have financial need, and who are in good standing, before the submission of an application, is eligible to apply.
- A chartered student organization can request up to \$500 per semester.
- **We may be able to fund all or partial monies for your event.** The size and number of people who will benefit from reimbursement will be taken into consideration as well as the nature of the event. A period of thirty days should be expected before reimbursement can possibly occur.
- The completed application and **ALL** applicable materials such as receipts, flyers, or programs (used as proof of attendance, which is required) for the event must be submitted after the completion of an event. The Student Government Association (SGA) will review the applications, and applicants will receive written notification of approval or denial for reimbursement. The application should be submitted in the same semester as the event.
- SGA reserves the right to distribute checks to organizations only and may refuse to distribute checks to individual members for liability purposes.
- The reimbursement check will not be released to any other individual in the student organization other than the Point of Contact. This person will receive an email directly from a Center for Student Development Staff member informing them that the reimbursement check is ready. A student ID must be presented upon pick-up.
- Due to the academic schedule, no applications will be reviewed in December or May for reimbursement. Applications will be accepted in July for summer reimbursement.

* Organizations must have turned in a Student Organization Charter Renewal or Application and have the organization's current constitution and bylaws on record with the Center for Student Development.

STUDENT LEADERSHIP DEVELOPMENT FUND APPLICATION REQUEST

Please type or PRINT clearly, illegible applications will not be reviewed!

Original application and original receipts along with all applicable materials such as flyers or programs from the event, and one (1) copy of the application and receipts must be submitted to the front desk of the Center for Student Development.

Organization Information

Organization: _____

Name of Point of Contact: _____

Mailing Address: _____

Student Organization in which check is to be written to: _____

Student Identification # or Tax ID # of student organization: _____

Phone: (____) _____ - _____ TWU Email: _____

Conference Information

Conference Name: _____

Location: _____ Dates: _____

Dates of Travel: _____ through _____

Purpose of Attending (describe in detail):

Expenses			
	<i>Estimated Cost</i>	<i>Quantity</i>	<i>Total Amount</i>
Registration Fee			\$.
Lodging			\$.
Transportation			
	<i>Estimated Cost</i>	<i>Quantity</i>	<i>Total Amount</i>
Car Rental			\$.
Gas/Mileage			\$.
Airfare			\$.
Grand Total			\$.

Total amount requesting reimbursement: \$ ____ . ____

SGA Use Only: Reviewed on ___ / ___ / ___ & approved for \$ ____ . ____

If you have any questions, please call (940) 898-3626 or visit the Center for Student Development in the Student Union.

**STUDENT LEADERSHIP DEVELOPMENT FUND
AGREEMENT FORM**

By signing below I agree that I have reviewed and accepted the terms of this agreement. Once the application is submitted, it becomes property of the Student Government Association.

1. The organization represented in this request is a chartered student organization with a current constitution and bylaws on record with the Center for Student Development and is in good standing.

2. The completed application (including all applicable materials, such as a brochure or agenda for the event) submitted to the front desk of the Center for Student Development. **I will turn in all applicable receipts and proof of attendance immediately following the event before funds will be reimbursed.**

3. It is understood that I may be granted, all, some, or none of the funds requested for said organization due to the limitations in funds or inappropriate requests.

Student's Signature

Date

Advisor's Signature

Date

**IMPORTANT INFORMATION REGARDING USE OF YOUR STUDENT IDENTIFICATION NUMBER
Disclosure Notice**

Disclosure of your student identification number (SIN) is requested as part of your Texas Woman's University Student Leadership Development Fund Application. Your SIN will be used to request reimbursement in the event that you are awarded monies from the Student Organization Programming Fund. Disclosure of your SIN is mandatory before you can receive a reimbursement from the Student Government Association if awarded. SIN's are maintained and used by the Student Government Association for reimbursement purposes only. Disclosure of your SIN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).