

# Club Programming Committee (CPC)

## Guidelines and Application for Travel Funding

Club Programming monies are intended to afford recognized student organizations the opportunity to contribute to the quality of campus life by sponsoring special events and programs as well as travel opportunities that may not be possible without this financial assistance. All Club Programming funding is considered a one-time allocation for a single and limited purpose and is distributed on a first-come, first-served basis. Club Programming monies are not available for a club or organization's daily operating expenses. The Club Programming Committee (CPC) considers each application for funding independently, evaluating each on its own merit. Applicants must send a knowledgeable representative to the CPC meeting at which their application will be reviewed.

CPC is a subcommittee of the Student Finance Committee (SFC).

The Club Programming Committee does not guarantee funding. When making its decision to allocate funding, the committee will consider the following factors:

- *The number of Radford students that can participate in the program.*
- *The benefit that both Radford University students and the entire Radford University community will receive from the travel opportunity.*
- *The variety of ideas that the committee receives.*
- *How reasonable the travel expenses are.*
- *Other sources of funding available to the organization.*
- *Fundraising efforts and evidence of such.*
- *The purpose of the trip. Travel opportunities created for educational purpose will be given consideration before entertainment or social related trips.*

All Club Programming Committee forms are available  
in the Student Leader Resource Center (Bonnie 235) and  
on the Student Activities website [www.radford.edu/~stuact](http://www.radford.edu/~stuact)

### PLEASE READ PRIOR TO COMPLETING YOUR TRAVEL APPLICATION!

Funding for travel will be awarded on a tiered system:

If 1-3 students are traveling, a maximum of \$350 can be granted for a given trip.

If 4-7 students are traveling, a maximum of \$550 can be granted for a given trip.

If 8-16 students are traveling, a maximum of \$750 can be granted for a given trip.

If 17 or more students are traveling, \$950 can be granted for a given trip.

Regardless of the number of trips, organizations cannot exceed \$950 per year for travel expenses.

The "Travel Application" and request for funds should reflect the tiered system listed above.

## Applicant Eligibility

1. Recognized Radford University student organizations currently not funded by student activities fees may apply for funding from Club Programming.
2. Continuing organizations must be registered with the Office of Student Leader Resources by October 12<sup>th</sup> in order to be eligible to receive funding for the current academic year. Exceptions may be made for newly forming or reactivating groups.
3. Recognized organizations are eligible to receive up to \$950.00 per academic year for organization travel based on applications and funding availability.
4. Recognized organizations are eligible to receive combined funding of up to \$4,000.00 for on-campus programs and travel. Please note that the maximum travel allowance per year (\$950.00) is subtracted from the \$4,000.00 available to organizations for the year.
5. Monies that have been awarded that are not spent will automatically return to the CPC budget.
6. Funding for travel will be awarded on a tiered system. If 1-3 students are traveling, a maximum of \$350.00 can be granted for a given trip. If 4-7 students are traveling, a maximum of \$550.00 can be granted for a given trip. If 8-16 students are traveling, a maximum of \$750.00 can be granted for a given trip. If 17 or more students are traveling, \$950.00 can be granted for a given trip. Regardless of the number of students traveling or the number of trips, organizations cannot exceed \$950.00 per year for travel expenses.

## Application Procedures

1. Applications can be picked up in the Bonnie Hurlburt Student Center Room 235 (Student Leader Resource Center).
2. At minimum, applications must be turned in **FIVE** weeks in advance of first date of domestic travel and **EIGHT** weeks in advance of first date of international travel so that the Club Programming Committee has enough time to review and process the application if funding is allocated.
3. All materials must be properly and completely filled out and all materials that provide information about the trip such as the conference itinerary/agenda, or other material with information about the travel request must be included with the application. This will ensure a faster review of the application. If materials or information are missing, the application will be returned and the organization will be asked to re-submit it with the proper requested information.
4. Submit completed applications to the Bonnie Hurlburt Student Center Room 235 (Student Leader Resource Center).
5. Organizations will be notified via email from the Graduate Assistant for Programming no later than 5 pm on Fridays to confirm that your application will be reviewed at the following Tuesday's meeting. Applications will not be reviewed unless a member of your organization is present at Tuesday's CPC meeting.
6. Following review by the Club Programming Committee, the organization will be notified regarding its decision on the application via email from the Graduate Assistant for Programming within two (2) days.
7. If the organization is awarded monies, they must meet with the Student Activities Account Manager (Liz Koch, Bonnie 216) within two business days to receive funding or the monies will be retracted and the organization will have to re-apply for the funding.
8. All receipts must be turned in to the Student Activities Accounts Manager (Liz Koch, Bonnie 216) within three days upon returning from your trip. Failure to turn in receipts within the required timeline will disqualify your organization from receiving future funding.

## Allocation Process

1. The Committee typically reviews applications weekly (except Thanksgiving, winter break, and Spring Break).
2. The Committee reserves the right to partially or fully award the amount of funding requested for the trip.
3. The Club Programming Committee reserves the right to not fund travel opportunities at all.

## Funding (What CPC Will Fund)

1. Travel opportunities that are educational in nature and directed primarily to the student community since Club Programming Committee is funded by student activities fees. Examples include but are not limited to: leadership conferences, competitions, tournaments, debates, seminars, and off-campus events where students compete, present, and/or receive awards as a representative of Radford University and their respective organization.
2. Travel to community service projects where recognized clubs or organizations are participating.

## Restrictions (What CPC Will Not Fund)

1. Travel opportunities in violation of State law and University rules and regulation, or procedures.
2. Activities or expenses that were not included in the approved Club Programming Committee "Travel Application."
3. Travel to fundraising projects or charitable events.

4. Food (outside of meals covered in registration expenses).
5. Travel expenses for students that are not registered at Radford University. For RU/VT joint chapter organizations, expenses for Virginia Tech students cannot be paid.
6. Transportation costs for an individual or organization engaged in lobbying, class work requirements or travel where the primary purpose is job/internship hunting.
7. Gas expenses. If a personal vehicle is used for travel, mileage reimbursement will be provided upon return, and once receipts and miles have been turned in to Student Activities Accounts Manager (Liz Koch, Hurlburt 216).
8. Requests for cash to pay for travel expenses. All transactions must be completed through the Student Activities Accounts Manager (Liz Koch, Bonnie 216) via university credit cards, RU contracts, or purchase orders.
9. **THIS IS NOT A COMPREHENSIVE LIST; CPC RESERVES THE RIGHT TO RESTRICT FUNDING.**

## Student Travel Request Policies

1. All travel requests must be accompanied by a completed "Travel Application." Incomplete "Travel Applications" will be returned and could delay travel arrangements due to time restrictions.
2. Travel requests must conform to the following regulations:
  - a. Funding for travel will be awarded on a tiered system. If 1-3 students are traveling, a maximum of \$350.00 can be granted for a given trip. If 4-7 students are traveling, a maximum of \$550.00 can be granted for a given trip. If 8-16 students are traveling, a maximum of \$750.00 can be granted for a given trip. If 17 or more students are traveling, \$950.00 can be granted for a given trip. Regardless of the number of students traveling or the number of trips in one academic year, organizations cannot exceed \$950.00 per year for travel expenses.
  - b. Travel vehicles must be in compliance with VA state laws and regulations.
  - c. Funding is for registration, lodging, and transportation only.
  - d. Clubs and organizations must provide proof of participation, a letter of invitation, or registration materials with the application for funding.
  - e. Students in their last semester at RU are typically not eligible to receive funding for travel to conferences unless participating in a scholarly presentation or competition. The Club Programming Committee reserves the right to make exceptions for travel for students in their last semester at RU.
  - f. During the CPC meeting at which their application is reviewed, students applying for travel funding must communicate the benefits that both RU students and the RU community will receive as a result of the travel.
  - g. When the student organization requesting travel is part of a national organization, the Radford University chapter must be in good standing with their national organization.

## Processing Expenditures and Receiving Reimbursements

1. Payments or reimbursements may not exceed the amounts requested on the approved application.
2. There will be no payment or reimbursements for specific items or events that were not originally listed or requested in the approved allocation.
3. All expenditures must include an original receipt, canceled check, or billing statement (invoice that details quantity and unit cost).
4. Reimbursement of pre-approved travel will be paid upon proof of purchase. Absolutely no money (cash) will be given to organizations prior to their trip.

## Appeals

1. Organizations may appeal funding decisions of the Club Programming Committee for one of the following reasons:
  - Evidence that Club Programming Committee relied upon inaccurate facts/information to reach their decision.
  - Evidence that a procedural error on the part of Club Programming Committee affected the funding decision.
2. Only organization members or advisors representing the interests and desires of the requesting organization may appeal funding decisions of the Club Programming Committee.
3. Appeals must be submitted within 10 working days of the Club Programming Committee's funding decision.
4. Such appeal requests must be submitted in writing to the Department of Student Activities.
5. The organization will be invited to the next scheduled SFC meeting to present its appeal. SFC will review all applications submitted on appeal for funding.
6. SFC may uphold the decision of the Club Programming Committee. It may also choose to increase the amount awarded to the request or fully fund the request. Under no circumstances will SFC award less than what was allocated by the Club Programming Committee or more than what was originally requested.