STUDENT ACTIVITIES AND TRAVEL SOLICITATION GUIDELINES

Adopted: September 15, 1997
Office of the Vice President for Student Affairs

Background

Because of an increased amount of solicitation to Deans, Directors, Department Chairs, and other University offices for funds for student-related functions including campus-wide events, on-going programs and recognition nights, and student travel, the Vice President for Student Affairs developed guidelines to provide order and direction to the growing number of solicitation initiatives. These guidelines were reviewed and approved by the President's Cabinet.

Student Activities Solicitation Guidelines

Background: Colorado State has no central funds available to sponsor special activities or programs.

Consequently, many groups fund events, such as speakers and concerts, by soliciting support from multiple on-campus organizations or offices' individual program funds.

Student groups and offices that frequently service students use this funding mechanism to successfully underwrite the financial costs of a special program. In addition to requests for programming support, individual students or groups of student leaders also solicit administrative and academic units for funds to support their attending state, regional, or national meetings.

Internal solicitation for such purposes has increased markedly in the past several years and now is at a point where solicitation guidelines are necessary. The new solicitation guidelines are as follows:

Major University-Wide Events

Description: This type of event is characterized by being very large, open to the general public, and sponsored and managed by a University-recognized organization or office.

An event of this size and scope usually is approved in advance of solicitation by the appropriate vice president. When a student organization is the sponsor, a University office must work with the organization in an advisory capacity. These large events, such as speakers, concerts, and awareness months, usually require co-sponsorship(s) from offices or organizations to allow such an expensive event to occur at Colorado State.

These events are of great value to the campus community and are an important educational tradition at a modern comprehensive university.

Future Direction: The option of co-sponsorship will continue for large, major University events, much as it exists today. A major event sponsor anticipating seeking co-sponsorship must receive approval from the appropriate University vice president to

move forward with the event and to solicit co-sponsorships. Events under this category must be very large, open to the general public, and must be one-time occurrences to be considered under this category. The primary sponsor may approach other University offices or organizations to investigate the co-sponsorship option. Co-sponsors must be given credit for their contributions through event advertising, publicity, programs, etc.

On-Going University Programs

Description: These events are part of the on-going programming of a Colorado State office or organization. They typically occur every year, unlike the major University-wide event described above, and include activities such as recognition nights, initiations to societies, social events, and fund raisers. They usually are closed to the general public, and the audience is relatively small compared to the number who attends a major University-wide event.

Future Direction: Sponsors of these on-going University programs may not solicit internal offices or organizations for funds. A sponsoring organization or office must secure funding by including this expenses in its annual budget, or it may seek external funding from corporations, foundations, businesses, or individuals, under the guidelines established by the Office of University Development. As a result of this policy change, sponsoring organization may need to charge an admission fee to participants.

Student Organization and Individual Student Travel Guidelines and Process

Background and Description: Frequently, leaders of recognized student organizations are invited or want to attend national, regional, or state meetings on leadership development, academic subjects, contemporary educational issues, etc. Students often use an organization's funds or their personal resources to support the cost of travel. In addition, these leaders solicit academic and administrative offices for partial or total funding.

On occasion, individual students are invited to attend a national or regional meeting to represent an academic or student interest at Colorado State. As a representative of Colorado State, he/she may be accepting an award, presenting a paper, or speaking at a meeting. These students solicit academic and administrative offices and/or individuals for partial or full funding for their . Depending on how much money they raise, they often use personal funds to meet the expenses of the trip.

Future Direction: Beginning August 25, 1997, administrative and deans' offices will not entertain travel requests from individual students or student groups. Through a new process, described below, funds will be allocated to groups or individuals who represent a group or program recognized by Colorado State and meet the funding criteria, as long as these limited resources are available.

Individuals or groups may consider asking for additional institutional funds after personal, organizational, and departmental resources have been exhausted. The student or

group of student leaders may apply for matching funds to supplement funds already committed by submitting a Travel Grant request to the Office of Student Leadership, Involvement, and Community Engagement (these request forms are available at the SliCE website). A University committee will consider each request by evaluating it on the set of criteria described on the request form. Students or groups will be notified of the Committee's final decision and the process they must follow to expend University travel funds.

Funding Guidelines and Criteria

The SliCE Office in the Lory Student Center will coordinate a committee to fairly distribute the funds available from administrative and deans' offices for student/student organization travel. Grants will be awarded to Colorado State University students and student organizations (as recognized by SLiCE*) that request funds and meet the funding criteria listed below. Students or organizations may apply for this grant only after personal, organizational, and departmental resources have been exhausted. Grant funds may be used only for travel and travel related expenses.

Travel must relate to and benefit a Colorado State organization or program. Travel must take place in the current academic school year. Grant funds may only cover partial costs related to travel. Any grant funds not used for which they were allocated will revert back to the grant account. The individual/student organization will submit a completed report form/final budget to SLICE for review no later than three weeks after the completion of the travel. Failure to do so will result in ineligibility for funding for one academic year.

* According to the Colorado State University SliCE Office, the primary purpose of the organization must be weighed carefully in determining whether an organization is eligible for support from student fees. According to State Law, if the primary purpose or effect of the program is religious or political in nature, it shall not be eligible for student fee funding or support. The following characteristics are indicative of primarily religious or political programs: 1) Support or sponsor the activity of worship, devotion, prayer, meditation; student or religious concepts; or require membership affiliation or shared beliefs with a group generally recognized as a religion; or 2) support or oppose any political party; support or oppose a ballot measure or a drive to put an issue on the ballot; or support a candidate or group of candidates formally running in any election for city, county, state, local, national, or campus office. Because religious and political programs are not recognized as "fundable" by the University, they are not eligible for funding through the Grants fund.