

STUDENT LEADERSHIP DEVELOPMENT FUND (SLDF)
HOUSE OF REPRESENTATIVES
A BRANCH OF THE STUDENT GOVERNMENT ASSOCIATION
www.twu.edu/o-sl/csd/SLDFAgreeForm.pdf

FACT: 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.

FACT: The fund is a **REIMBURSEMENT** and helps reimburse students for items such as conference registration fees, lodging for conference travel dates, and transportation to and from the event. **Original receipts must be submitted** with the application to be considered for reimbursement.

FACT: All chartered student organizations who have a **SUCCESSFUL*** charter with the Center for Student Development, who have financial need, and whose organization representative has attended at least 4 out of 6 of the previous semester's House meetings and/or 4 out of 6 of the previous and current semester's House meetings combined, before the submission of an application, is eligible to apply.

FACT: The maximum amount to request is \$500 for an organization per semester. There is no limit on the number of times an organization can request funds as long as the limit of \$500 per organization has not been met. ***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.

FACT: The SLDF committee is comprised of House delegates and can only meet and vote on applications when those delegates serve on the committee. **Therefore, it is extremely important that House delegates serve on the committee or applications can not be considered for reimbursement.** The committee will convene on an as needed basis.

FACT: The completed application and **ALL** applicable materials such as receipts, flyers, or programs for the event must be submitted after the completion of an event. A committee will review applications and applicants will receive written notification of approval or denial. The application should be submitted in the same semester as the event.

FACT: Due to the academic schedule, no applications will be reviewed in December, May or throughout the summer for 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 two (2) copies of the application and receipts must be submitted to the House of Representatives organization mailbox located in the Student Union. All applicable original receipts and brochures from the event must be turned in within two (2) weeks following the event for disbursement of funds.

Organization: _____
 Name & Title: _____
 Mailing Address: _____
 City: _____ State: _____ Zip: _____
 Name in which check it to be written: _____
 Student Identification # or **Tax ID # of student organization**: _____
 Phone: (____) _____ - _____ Email: _____
 Classification: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate
 Conference Name: _____
 Location: _____ Dates: _____
 Dates of Travel: _____ through _____
 Purpose of Attending (describe in detail): _____

Expenses	Estimated Cost	Quantity	Extended Total
Registration Fees			
Lodging			
Transportation			
Car Rental			
Gas/Mileage			
Airfare			
Grand Total			

Total amount requesting reimbursement: \$ _____.

HOR Use Only: Reviewed on ___/___/___ **& approved for \$** _____.

Describe the manner in which you will present to the University what you will learn at the conference/workshop.

If you have any questions, please call (940) 898-3611 or visit the House of Representatives office in the Student Union.

**STUDENT LEADERSHIP DEVELOPMENT FUND
AGREEMENT FORM**

By signing below I agree that I have reviewed and accept the terms of this agreement. Once the application is submitted, it becomes property of the House of Representatives.

1. I have turned in a completed, legible SLDF application within the same semester of the event.
2. **Two (2) copies** of the completed application (including a brochure or agenda for the event) will be dropped off to the House of Representatives organization mailbox in the Student Union addressed to the Treasurer. **I will turn in all applicable receipts immediately following the event before funds will be reimbursed.**
3. It is understood that the person/organization represented in this request is unable to serve on the committee reviewing this application in the interest of fairness and propriety. However, all members are encouraged to serve on the committee so that applications may be approved in a timely manner.
4. The organization represented in this request has had a representative in attendance for at least **4 out of 6** of the previous semester's House meetings and/or 4 out of 6 of the previous and current semester's House meetings combined. Attendance is verified through attendance records kept by the House of Representatives Secretary.
5. 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.
6. 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

Adviser'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 a reimbursement in the event that you are awarded monies from the Student Leadership Development Fund. Disclosure of your SIN is mandatory before you can receive a reimbursement from the House of Representatives, if awarded. Students SINs are maintained and used by the House of Representatives for reimbursement purposes only. Disclosure of your SIN will be governed by the Public Information Act (Chapter 552 of the Texas Government Code).