

**STUDENT LEADERSHIP DEVELOPMENT FUND (SLDF)**  
**STUDENT ORGANIZATIONS COUNCIL**  
A BRANCH OF THE 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 MapQuest 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 for the event must be submitted after the completion of an event. The Student Organizations Council's Vice President of Finance 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.
- Student Organizations Council 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 the Advisor to the Student Organizations Council 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 June and 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, in c/o Student Organizations Council - Vice President of Finance.

### 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):  
 \_\_\_\_\_  
 \_\_\_\_\_

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

Total amount requesting reimbursement: \$ \_\_\_\_ . \_\_\_\_  
 SOC 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 Organizations Council.

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, in c/o Student Organizations Council - Vice President of Finance. **I will turn in all applicable receipts immediately following the event before funds will be reimbursed.**
  
3. The representative in this request has had a representative in attendance for the Student Organizations Council SLDF Workshop prior to applying for reimbursement.
  
4. 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.
  
5. The Student Organizations Council SLDF Reimbursement Policy and Application Process PowerPoint has been reviewed at my own convenience.

\_\_\_\_\_  
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 House of Representatives, if awarded. SIN's 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).