



Student Grant Fund

The SGA Student Grant Fund (SGF) was created to assist students pursuing educational and leadership opportunities outside of the University. (Including but not limited to conferences, community service projects, etc.)

The Student Grant Fund is open to:

- All Students

Student Grant Fund Meetings:

- The SGF will consist of the SGA Vice President and at least three other members of SGA as appointed by the SGA President
- Meetings are every other Tuesday at 4:00pm (during the off-weeks of SGA general meetings)
- At least one representative of the request must attend both the SGF committee meeting and the SGA general meeting to discuss the application

Stipulations and Appropriations:

- Students must submit the application to the SGA Vice President no later than four weeks prior to the event
- Students attending events during the summer **are** eligible for funds if they will be returning to Webster the following year as a student
- If an SGA member is requesting funds, he/she may not vote
- Primary use of funds for potential job prospects is prohibited
- A website, pictures, or any official documentation recommended

Funding:

- Students are permitted one grant allocation per semester
- Requests are limited to \$300 per individual or \$1800 per group (a group consists of six or more people)
- Groups of twenty or more may request up to \$2400
- All requests over \$1800, regardless of the number of persons attending, must be forwarded to the SGA general body with a 100% SGF member recommendation
- Up to \$150 per person will be provided for transportation, \$75 per person per night for lodging, \$25 per person per day for food, and registration fees will be covered as long as the total per request does not exceed \$300 per person

After the SGF meeting:

- One representative must attend the following SGA general meeting
- Following approval, all members are required to fill out a travel form and liability waiver and return them to the Director of the University Center and Student Activities

After the Event:

- Receipts must be submitted to the SGA Vice President
 - The same representative must return to the next SGA general meeting after their event and give an overall evaluation
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- ❖ **Any misuse of funds will result in the billing of the student. He/she will not be able to register or receive a transcript until the situation has been remedied**