



Clarion Students' Association

Clarion University of Pennsylvania  
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## STUDENT SENATE SUPPLEMENTAL REQUEST GUIDELINES

**Please note: Supplemental Requests are not intended to fund the entire cost.**

*APPLICATION FOR SUPPLEMENTAL REQUEST MUST BE SUBMITTED AT LEAST FOUR (4) WEEKS BEFORE THE EVENT.*

### **Meals funded for educational trip or conference:**

CSA will fund a maximum of \$29 per day per person for meals

**\$7.00/Breakfast                      \$10.00/Lunch                      \$12.00/Dinner**

### **Transportation:**

Airline tickets may be requested if the destination is over 520 miles from Clarion, PA. If attendees are planning to fly to the event destination, a printout of several different flight options and prices obtained from a valid source (e.g. Priceline, Expedia, etc.) must be attached to the Supplemental Request Form. Any destination less than 520 miles away from Clarion, PA, will only be funded for road travel. The RSO should use a CSA van for travel if one is available. For an official mileage verification and to check the availability of the CSA van, visit the CSA Office at 278 Gemmell. Personal vehicles should only be used as a last resort when the CSA vans are not available.

Funded/Chargeable cost:

CSA Van: \$.50 per mile or \$25.00 per trip, whichever is greater.

If personal vehicle is used for travel funded amount will be \$.40 per mile.

### **Conferences:**

The Clarion Students' Association may fund up to \$2,500 for a maximum of five (5) students to attend an approved conference. Only one organization will be permitted to attend the same conference. RSOs may only be funded to attend one (1) regional and one (1) national conference per academic year. A copy of the Full itinerary should be included as shown in Mock Request Example. CSA will not fund the cost for advisors to attend the conference. Supplemental funding will only fund an individual student for one regional conference and one national conference per year.

### **Educational Trips:**

CSA may fund up to \$1,500 per academic trip, with 60% of the total cost of the trip required to be funded outside of CSA funding. The academic trip must be open to all students on campus and student must sign up for the trip at the CSA Office. A full itinerary for the trip must be attached to the Supplemental Funding Request. The RSO must acknowledge that the trip is funded using Student Activity Fee Money and the CSA and Student Senate are co-sponsors of the trip.

### **Campus Programming Events:**

Supplemental Request for Campus Programming must follow the same guidelines as stated in the current Clarion Students' Association RSO budget packets. Since RSO budgets are permitted to include campus programming and operating expenses but neither educational trips nor conferences, a written justification for why this campus event was not included in the original budget request is required. E.g. "Our organization was not sure if we could secure the event in question due to scheduling issues"

### **Community Service Trips:**

CSA may fund up to \$8,000 for Community Service Trips per academic year. Once this threshold is reached, no other Community Service Trips will be funded by CSA for the academic year. At least 60% of the total cost of the trip is required to be funded outside of CSA funding. The Service Project must be open to all students on campus and students must sign up for the trip at the CSA Office. The Service Project must also be performed in conjunction with a non-profit or not to profit organization (e.g. Habitat for Humanity, The St. Bernard Project, Clarion United Way, etc.). The RSO must also acknowledge that the trip was funded with Student Activity Fee Money and that CSA and Student Senate are co-sponsors for the trip.

Please review the following CSA Policies before submitting a request:

- 1 All CSA funded organizations must have at least fifteen (15) members. If an organization falls below the 15 member requirement, their account will be frozen until the requirement is met.
- 2 Newly recognized organizations that have been approved for funding by Student Senate will be placed on non-funded status their first year. During the first year, newly funded RSOs may not request supplemental funding.
- 3 All CSA funded RSOs must be open to all students and made visible to them. Since all organizations are funded from the Student Activity Fee, it is mandatory that all organizations make the entire campus aware of their event. All programs, events, and social/educational trips must be available to ALL students. RSOs may restrict conferences to only members of their organization

**Example and Guidelines:**

Recognized Student Organizations must include a succinct essay summarizing the details of the trip or campus-programming event, along with an attached itinerary of the event. Any room reservation confirmations and/or traveling arrangement confirmations are encouraged as well. The essay must also answer the following questions depending upon the type of event requesting funding (e.g. Educational Trip/Conference, Campus Event):

- 1 What do you plan on bringing back from this trip to benefit the education of the entire student body and how do you plan on implementing or exposing it to the students?

**OR**

- 1 How will this campus event benefit the student body as a whole and/or increase University Recognition?
- 2 Have you attended or performed this conference/event before? If yes, please explain the previous trip/event and anything that was held on campus afterwards as an attempt to benefit the educational welfare of the student body. If not, why?
- 3 What are the years of the students involved with holding this event or attending the educational trip or conference? (i.e. 3 Freshmen, 2 Seniors, etc.)

**Fundraising:**

Please list to date the fundraising events held and how much was earned for your trip/event. We need a breakdown of how much money your organization has earned for the trip/event and the amount your organization is requesting through supplemental request to cover the remaining cost. If this portion of the application is not complete it will not be reviewed.

An attached document explaining the allocation of this request is encouraged as well.