

The UHCL Alumni Association Program Development Endowment
Proposal to Request Funding

The annual distributed income from this endowment will be used to provide funds for use in faculty, student, staff and programmatic development other than scholarships. Awards will be made each fall and spring semester. Completed proposals may not exceed **two pages** and must represent events that occur **after current** submission deadline. No attachments accepted except those identified in this document.

Completed proposals are **due September 15 or February 15** and should be delivered to the Office of Alumni and Community Relations (Bayou 1604) or mailed to UHCL MC: 318. Award winners will be announced within six weeks of submission deadline. If you have questions please contact the Office of Alumni and Community Relations at 281-283-2021, or alumni@uhcl.edu or come by Bayou 1604.

Special Instructions for Student Organizations

1. Event must occur after the funding deadline.
2. At least one representative from the organization must have attended the development workshop offered through the Student Life Office during the current or past semester.
3. Budget must be submitted on the SGA form and attached to this application.
4. You may not request more than half of the total funding through the endowment.
5. Travel requests must follow the guidelines in the Student Organization Handbook, Section 3.10 Travel Funding.
6. Faculty advisor must endorse the application.
7. Oral report must be given to the Alumni Association Executive Council on how the funds were used and what was accomplished.

Special Instructions for Faculty and Staff

1. Event must occur after the funding deadline.
2. Must include endorsement from chair or supervisor.
3. Oral or written report to the Alumni Association Executive Council on how funds were used and what was accomplished.

If this program has been offered in the past, please include **up to two pages** of material from last year's event that you feel best represents this activity.

Use of funds: please present a budget, which outlines total cost of the program, other sources of income, if applicable, and total dollars requested **in the space provided below**. Please highlight the amount you are requesting from the Alumni Association. *Student Organizations*: Please submit this information of the SGA form and attach.

9/02/08