Quick Guide to Funding

Types of Travel Covered by ASNMSU

1. Conference Travel
   a. ASNMSU can only send 2 people for the sole purpose of conference travel
      i. However, if your conference has more than two consecutive sessions for each
         time slot, and your organization has not approached and does not approach
         ASNMSU for any additional funding during that semester, ASNMSU can send 4
         people to attend

2. Presentation Travel
   a. Proof of an accepted presentation is needed for each traveler
   b. ASNMSU has no limit on the number of students traveling for the purposes of
      presentation travel

3. Competition Travel
   a. Proof of the competition and how many competitors traveling is needed

4. Research Travel
   a. Proof that the research is necessary for the completion of a thesis or dissertation is needed
   b. This only covers individual students.

Requirements for an ASNMSU Travel Award

1. The persons traveling must be a member of a chartered organization
2. The organization the traveler(s) belongs to must have completed the adequate amount of
   community service necessary for the amount requested
   a. If a student cannot use their organization’s community service, the student can complete
      5 hours of community service on his/her own
3. The persons traveling must approach their council for funding
   a. Council funding does not have to be allotted for ASNMSU funding. ASNMSU only
      needs to see proof that the council was approached for financial assistance.

Information Needed for Travel Awards from ASNMSU

1. Print-out of the website advertising the conference
   a. IF YOU ARE PRESENTING ONLY: A copy of the email you received from the
      conference that tells you your paper/presentation was accepted

2. If you are doing research:
   a. A letter from your adviser stating how important this project is towards completing your
      thesis or dissertation

3. A print-out of the cost of the conference/registration fee, airfare, hotel cost, and shuttle cost for
   each person attending
   a. Airfare, registration, and hotel cost per night
4. Let us know if you are taking a private vehicle to the El Paso airport
5. Let us know if you are renting a car
6. Let us know if you will be taking a taxi while at your conference
7. The organization you belong to that this money will be deposited into
   a. Biology GSO, Psychology GSO, etc...
8. The exact dates you will be gone
9. How many people are going
   a. How many are male and how many are female
10. Your community service forms, filled out in their entirety

Get this information to your ASNMSU Senator at least a month in advance!

ASNMSU Law Book Requirements

8-4-2. MAIN PROVISIONS

A. Funds may be allocated to any recognized student organization that requires its members to pay dues to fulfill any local or national mandate. ASNMSU funds cannot be used to pay these dues.

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B. Any recognized organization requesting a Senate appropriation shall meet all of the following community service requirements:

1. At least twenty-five percent (25%) of the organization's active members must complete four hours each of community service for every $3000 appropriated; two hours must benefit the southern New Mexico community outside the NMSU campus and the other two hours must particularly benefit the campus of NMSU per approved appropriation.

2. Each graduate student, whether being a member of a graduate or undergraduate student organization, can fulfill community service requirements by either complying with Section 8-3-3-H-1, or by completing ten (10) hours of community service for every $3000 appropriated. These community service hours may be completed on or off of the NMSU campus.

3. Each community service project shall occur within 180 days prior to the appropriation request. No day from the last day of classes to the first day of class between the Fall and Spring semesters, as defined by the Registrars Office, shall be counted as part of the 180 days allowed for the required Community