

GUIDELINES FOR STUDENT LEADERSHIP GRANTS

The College, through the Dean of Students Office, makes available funds for leadership opportunities for students. These funds are meant to assist those students interested in acquiring leadership skills as a foundation for designing and presenting leadership programs for the campus community. The funds are made available on the following basis:

1. Eligibility: Currently enrolled Carleton students who are in good academic standing. Students will be awarded grants only once during a two-year period. To insure full consideration, grant applications must be completed and submitted a minimum of a month prior to the activity for which funding is requested.
2. The grant is intended to subsidize leadership opportunities. Students should be prepared to explore multiple funding sources, including personal financial resources. Documentation of funds from other departments and documentation of personal funding should be submitted with requests for leadership grant funds. Grants up to \$200 are available to assist with expenses.
3. Dependent upon requests, approximately 10-15 grants may be available each year. Grant requests applications are reviewed in the Dean of Students Office and approved on the basis of the rationale for attending, funding available, the program proposal for the leadership skills that you hope to gain and your program plan for sharing the leadership information with the campus community, feasibility of the funding plan, and funds available.
4. Students are expected to (1) demonstrate specifically how the experience will benefit the campus community and (2) submit a detailed program plan for sharing information with others upon their return to campus.
5. Leadership Grants are not for academic or independent research, graduate preparation programs; graduate school fees; academic paper presentations, off-campus study, or internships.
6. Recipients of Leadership Grants are responsible for applicable federal, state, and local taxes. Receipts must be turned in to the Office of the Dean of Students after the conclusion of the funded activity. It takes a minimum of two weeks for reimbursement. Receipts not submitted within 60 days will not be reimbursed.
7. Return completed application to the Dean of Students Office (Severance 110) and you will be contacted regarding the status of your request. Bucky Zietz, Associate Dean of Students will request a meeting for discussion of requests as indicated. Contact Kate Spurgeon, Assistant to the Dean x4248 for clarifications.