UNDERGRADUATE LEADERSHIP FUND (ULF) GUIDELINES

Krannert School of Management
Purdue University

Contents
History................................................................................................................................. 2
Mission Statement .............................................................................................................. 2
Coverage ............................................................................................................................. 2
Allocations.......................................................................................................................... 3
Submission Process.......................................................................................................... 3
Guidelines for Submissions.............................................................................................. 4
**History**
The Undergraduate Leadership Fund (ULF) was established through the Krannert School of Management Employers Forum Career Fair and from the generous donations of alumni and corporate friends. The ULF supports the enrichment and recognition of programs and activities for undergraduate students.

The ULF is to be used to enhance the education and development of leadership skills for Krannert undergraduate students.

Students are encouraged to petition the ULF on behalf of an individual student or organization for funds to support their programs, activities, and services. The ULF will be allocated to provide assistance and/or enrichment to undergraduate students.

**Mission Statement**
The Krannert School of Management oversees the ULF to foster and develop leadership for Krannert undergraduate students. Through continued contributions from hosting career fairs and donations, the Krannert School of Management is able to meet the needs of students to attend leadership development events, provide student grants for conferences and case competitions, and demonstrate to student’s financial opportunities to further their educational experiences outside the classroom. The Krannert School of Management maintains stewardship and accountability for the ULF as a means to provide positive growth through student activities.

**Coverage**
The following items are covered by the ULF:

- Yearly Contribution to School of Management Council (SMC: 2011-12 contribution $7,000)
- Student Grants
  - Travel mileage/airfare
  - Travel Per Diem
  - Conference Registrations
  - Awards and Prizes
  - On-campus leadership activities
- Case Competitions
  - Krannert / Kelley
  - Other Case Competitions
  - Case Competition Registrations
  - Awards and Prizes
  - Hospitality
  - Travel Mileage/airfare
  - Travel Per Diem
Allocations
The School of Management/Purdue Extended Campus work together to host a fall and spring career fair annually. Exhibit A shows the annual contributions made by the career fairs from 2007 to 2011. Based on previous years, estimates for the ULF annual budget is $45,000 per year.

The ULF will continue to provide funding to the SMC annually. Funding levels to SMC will be determined by the Associate Dean of Undergraduate Students, the Director of Undergraduate Programs, Director of the Leadership Communication Center (LCC,) and the Undergraduate Leadership Fund Steering Committee (ULFSC) for approval. The SMC will provide a budget to ULF Steering Committee as evidence of how funds were allocated, and provide reasonable stewardship for the funds. Reasonable stewardship may include brief descriptions of the budgeted items and how the budgeted items helped nurture leadership for SMC members and fellow Krannert students.

The Krannert School of Management will provide funding for Student Grants and Case Competitions. Approximately 35% of the remaining budget will be directed towards Student Grants. Approximately 65% of the remaining budget will be directed towards Case Competition expenditures administered through the LCC.

Submission Process
Step 1) Krannert Students will propose submissions to the ULFSC. Students will need to fill out the ULF Submission Form (Exhibit B) for either as a group proposal or an individual student proposal. When submitting a proposal, one student from the submitting party must be present at the ULFSC meeting to entertain questions from the committee about their proposal. Student proposals need to be submitted within a reasonable time-frame before the event is to occur. ULFSC meets twice per semester to choose proposals for funding. ULFSC requests that all proposals be submitted at least six weeks before the event occurs, in the case of case competitions and two weeks for other student grants.

Step 2) The ULFSC will forward the approved submissions to the Director of the Leadership Communication Center (for Case Competitions) or the Director of Undergraduate Programs (for Student Grants). The Directors will approve/deny submissions and forward approved submissions to the Associate Dean of Undergraduate Programs. The Associate Dean will approve/deny submissions and forward approved submissions to the Krannert Business Office. Denied submissions at all levels of the approval process will be returned to the submitting students with feedback as to why the submission was denied.

Students will be notified of approved submissions by the Undergraduate Programs Office and will notify the Krannert Business Office of their travel plans or grants.

Step 3) Students will need to meet with the Travel Clerk in the Krannert Business Office to complete the Payee Certification form and provide any additional forms necessary for travel or award payments. The Krannert Business Office will route all forms for programmatic approvals.

Step 4) Students are required to submit the ULF Testimonial Form (Exhibit C) upon completing the objective of the submission. Only one testimonial will need to be submitted per submission.
The ULF Testimonial Form will need to be completed in order for students to receive reimbursement for the submission.

Step 5) Reimbursement requests need to be complete by January 31 for fall submissions, or April 30 for spring submissions.

Step 6) Reimbursements require 10 – 14 days from the time the Business Office receives the request.

Guidelines for Submissions

The Guidelines for payment are issued for the following items are covered by the ULF:

- The Undergraduate Leadership Funds can only be used for Krannert Undergraduate Students.
- Krannert may reimburse mileage or the least expensive mode of transportation to an event, but not both.
- All students driving to/from events utilizing university funds must be certified by the university to operate a motor vehicle. More information can be found in the Krannert Business Office.
- All flights need to be purchased from Indianapolis or Chicago unless an express written exception is granted by the Associate Dean of Undergraduate Programs.
- Flights for case competitions administered through LCC can be pre-paid by the Krannert Business Office. The traveler, or in the case of a team traveling, an appointed representative of the team must schedule an appointment with the Travel Clerk to arrange flights. If a student pays for his/her own flight, the student cannot be reimbursed until the event has occurred. Personal travel will not be reimbursed.
- Case Competition registrations can be pre-paid by Krannert Business Office. If a student pays for his/her own registration, the student cannot be reimbursed until the event has occurred.
- Case Competition Per Diem will be limited to $27 per day. ($5 for breakfast, $10 for lunch, $12 for dinner).
- Conference meals beyond what is provided by the conference may be approved by the Associate Dean of Undergraduate Programs on an ad hoc basis.
- Hospitality charges will need to be submitted formally to the ULFSC and go through the proper approval process as outlined in the Submission Process Section.
- Awards and Prizes for Case Competitions will need to be approved by the Associate Dean of Undergraduate Programs, School of Management Scholarship Coordinator, and the Business Manager.
- On-campus leadership activities will need to be submitted formally to the ULFSC and go through the proper approval process as outlined in Section V.
- Reimbursement requests for on-campus leadership events may be limited based on available funding and event.