

**UNDERGRADUATE LEADERSHIP FUND
(ULF)**

**Krannert School of Management
Purdue University**

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 within Krannert. 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 for yearly operational budget
- Student Grants
 - Travel mileage/airfare
 - Travel Per Diem
 - Conference Registrations
 - Awards and Prizes
 - On-campus leadership activities

Allocations

The School of Management/Purdue Extended Campus work together to host a fall and spring career fair annually. 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 Undergraduate Leadership Fund Committee and the Associate Dean of Undergraduate Students. The SMC will provide a budget to ULF 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.

Submission, Approval and Payment Process

Step 1) Krannert Students will propose submissions to the ULF committee via the submission form on the Krannert website. 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 ULF committee meeting to entertain questions from the committee about their proposal. Student proposals need to be submitted two weeks before the event is to occur. ULF committee meets once a semester to choose proposals for funding. ULFSC requests that all proposals be submitted before the event occurs.

Step 2) The ULF committee will forward approved submissions to the Director of Personal and Professional Leadership Development. The Director 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 Director of Personal and Professional Leadership Development.

Step 3) Students will need to make arrangements with the Director of Personal and Professional Leadership Development to complete the Payee Certification form, turn in all receipts, and provide any additional forms necessary for travel or award payments. The Director of Personal and Professional Leadership Development will route all forms for programmatic approvals.

Step 4) Students are required to submit the ULF Testimonial Form (Exhibit C) and make a short report to the ULF committee 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 completed and submitted within 2 weeks of the event.

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 Director of Personal and Professional Leadership Development.
- Conference meals beyond what is provided by the conference may be approved by the Director of Personal and Professional Leadership Development on an ad hoc basis.
- Hospitality charges will need to be submitted and go through the proper approval process as outlined in the Submission Process Section.
- On-campus leadership activities will need to be submitted formally to the ULF committee and go through the proper approval process.

**Purdue University
Krannert School of Management**

Undergraduate Leadership Fund Testimonial Form

Applicant Information			
Full Name:			
	Last	First	M.I.
PUID:			
Year at Krannert:			
Group Requesting Funds:			
<p>How was your experience at your event? Do you feel that this would be a good event for future Krannert students to take part in? Please briefly summarize what you took away from your experience.</p>			

Signed By: _____ Date: _____
Student Signature

Reviewed By: _____ Date: _____
ULF Committee Chairperson

Reviewed By: _____ Date: _____

Director of Personal and Professional Leadership Development

Reviewed By: _____
Associate Dean of UG Programs

Date: _____