Retreat, Club and Organizational Development Fund

This fund is available for registered student groups who are in good standing with the Institute. It provides <u>up to</u> $1,500 per group for the purposes of a retreat, competition, or conference.

Application and Use Guidelines
1. **Apply 4 weeks in advance. The application should be submitted to the Student Activities and Programs Office through the online form - https://sapforms.wufoo.com/forms/retreat-fund-request-form/**
2. **The application for retreat funds should follow the instructions below. Student leaders must also commit to following Institute policy and the requirements placed on them by way of this funding.**
3. **May be overnight – but does not need to be overnight. Retreats can take place locally or can be part of larger trip away from the Caltech campus. Previously, retreats were required to be overnight, but that expectation has changed.**
4. **Retreats need to be registered as an event with the Office of Student Activities and Programs regardless of whether the Retreat Fund is used or whether another fund or account is used.**
5. **No alcohol or substances allowed.**

Retreat Requirements:

A retreat is an opportunity to engender creativity. Retreats can be used to engage in a planning process; build a more effective team; create synergy around problems or future directions; and discuss issues at a much deeper and more thoughtful level. At Caltech we have outstanding leaders and programs, but we do not always take the time to work within our organizations to think strategically. A carefully-planned retreat motivates organizations because it enlists their creative participation in setting goals and contributing to decisions. Just as important, effective retreats produce concrete approaches for tackling long-standing and difficult organizational problems.

When applying for retreat funding, it is required that student groups develop a plan and have it approved. The following outline can help. In your one page application, discuss how this retreat will help your organization. The following issues should be considered in the application:

1. Retreat Purpose(s)

2. Facilitator

3. Agenda

4. Attendance

5. Schedule

6. Location

7. Budget

Club or Conference Funding

Student groups may apply for funding to take their student group to a national conference or student competition. These programs, while not necessarily retreats, strengthen the organization and the leadership of those who serve the group. To apply for this purpose, it is important to explain the following:

1. The purpose of the event
2. The location
3. Attendees
4. Agenda
5. Budget

If you would like help applying for use of this fund, please contact SAP at email address sap@caltech.edu.