



## STUDENT CHAMBER GROUP APPLICATION FORM Professional Development Committee

Name of chamber group: \_\_\_\_\_ Date of application: \_\_\_\_\_

Group contact person: \_\_\_\_\_ Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Group members: \_\_\_\_\_  
\_\_\_\_\_

How many years have you been together as a group? \_\_\_\_\_

Name of faculty coach/advisor writing letter of support: \_\_\_\_\_

Date(s) of the opportunity for which funding is requested: \_\_\_\_\_

Total amount of funding requested (itemized budget attached): \$ \_\_\_\_\_

Name or brief explanation of opportunity: \_\_\_\_\_

Have you previously received Professional Dev. Committee funding? *Circle one:* YES NO

If yes, list all date(s), project(s) and amount(s) granted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For Office Use Only:    Application Form <input type="checkbox"/> Proposal <input type="checkbox"/> Budget <input type="checkbox"/> Letter of Support <input type="checkbox"/>
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**STUDENT CHAMBER GROUP APPLICATION FORM**  
**Professional Development Committee**

**Guidelines:**

1. Funds are for significant professional opportunities, such as travel to present and/or perform at competitions and conferences.
2. The Professional Development Committee reviews written proposals three times per year. Application due dates: October 15, March 1, and May 1.
3. Funding will be distributed in roughly equal amounts. In order to fund more applicants, there is a \$400 per student cap on requests. Exceptions to this cap will be approved only in special cases.
4. Higher priority will be given to chamber groups applying for funding for the first time.
5. Retroactive applications will be considered only in exceptional cases.
6. Projects for the summer following degree completion will not be eligible.
7. Alumni are not eligible for funding.

**Instructions:**

1. Attach a one-page, typed proposal that includes a description of the opportunity and an itemized budget.
2. Budget information should include travel costs, entry fees and possibly lodging expenses (no per diem or food allowance).
3. Attach a letter of support from your faculty coach/advisor. This may also be sent as e-mail to [dgermain@esm.rochester.edu](mailto:dgermain@esm.rochester.edu).
4. Submit application to: Academic Affairs Office, ESM 110.
5. Incomplete applications will not be considered by the Committee. Be sure all required items are included.