Conference Supplemental Fund Request Form

Guidelines

If members of your organization are interested in attending a conference, please speak to your OSL advisor. Please note that some requirements and conditions must be met in order to obtain conference supplemental funding:

• Students may be eligible for conference supplemental funding during an academic year (September 1 through May 1). Summer conferences will not be funded.
• The same SA group may only receive this funding once every other academic year.
• An individual student may only receive funds once per academic year.
• The conference may have a maximum of 4 attendees from the same SA group. More than 4 members can attend if the group agrees to divide the max amount amongst more members, thereby reducing the total amount of money being dispersed per student.
• When granted, conference funding will be provided on a reimbursement basis only when paying for registration fees in advance is not feasible.
• If a student receives funding from another source, or intends to apply to other sources for funding to cover any portion of travel or participation in a conference, it must be noted on the supplemental form.
• Individuals who seek financial support for conference attendance through Conference Supplemental Funding are required to provide information detailing all anticipated expenses for the event. Additionally, applicants must include a thorough list of funding sources, to include any money received from scholarships or departmental grants, and personal funding sources with their itemized expense listing.
• Funding cannot be used to attend a conference as part of a job search or job fair at a conference.
• Students maybe denied funds to attend a conference they have previously been funded for through this supplemental funding process. Exceptions may be granted if the student is an accepted presenter or speaker at subsequent conferences.
• Funding to attend a national conference will not be granted when there is a regional conference opportunity available instead.
• The Students’ Association reserves the right to deny funding to any student who is not in good academic or conduct standing with the University.

Funding applicants will be grouped into 4 categories with invited speakers or presenters getting first priority, accepted presenters next and so on until all eligible applicants have been considered:

Invited Speaker ($300 max award)
Invited speakers are students who were contacted and issued a written invitation by a conference professional organization or association to speak at or present in their field of study
at a conference, or a student appointed by an administrator as an official institutional delegate at a conference. Please submit the letter of invitation or documentation of appointment and a copy of the conference registration form with your application.

**Accepted Presenter ($200 max award)**
Accepted presenters are students who submitted papers or work that has been accepted for presentation at a conference. Please submit a letter of acceptance and a copy of the conference registration form along with your application. If applying as an accepted presenter who has submitted a paper or presentation for consideration, but confirmation has not yet been received from the conference, please submit your application prior to the deadline date and forward you acceptance letter as soon as it arrives. Consideration is only given to applications received prior to the deadline date.

**General Attendee ($100 max award toward registration fees)**
General Attendees are those students who are members of a recognized SA organization in good standing and are attending a conference for that specific organization.

All applicants must submit the following to SA Exec and the Office of Student Life along with the Conference Supplemental Funding Request Form:
1. An explanation of your representation status per the descriptions above;
2. A copy of the conference registration form;
3. A copy of the conference brochure and schedule;

Upon return from the conference each student must turn in to the SA Executive Treasurer and the Office of Student Life a 1-3 page paper detailing what was learned at the conference, how it will benefit the organization, how it benefited the student leader in attendance, and how it will benefit the campus community.

Student who receive funding and attend a conference will also need to give a formal presentation to the SA Council on their conference experience, what they learned, how it will help them as leaders, how it will help their organization, and how what they learned and experienced will be brought back to campus to enhance the undergraduate campus community.
Conference Supplemental Fund Request Form

Name of Group Requesting Funds: _______________________________________________________

Name of Group Member: ________________________________________________________________

Amount Requested: _________________________________________________________________

Conference Name & Description: _______________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Conference Date(s): __________________________________________________________________

Conference Location: __________________________________________________________________

Number of Attendees: __________________________________________________________________

Means of Transportation: __________________________________________________________________

Please answer the following questions in detail and attach to application:

1. Why do you feel you and your group will benefit from attending this conference?
2. What skills or learning opportunities will you and your group members gain at this conference that would not otherwise have been able to you?
3. How will you and your group be able to contribute more fully to the campus community and student life after attending this conference?
4. Please include any other information you feel relevant to the request, including a full breakdown of expenditures.
5. Please list any potential other means of funding this conference.

SA Treasurer: ___________________________ ___________________________ __________________

Name Signature Date

Advisor: ___________________________ ___________________________ __________________

Name Signature Date

Treasurer: ___________________________ ___________________________ __________________

Name Signature Date

Advisor/SA Exec Comments:

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