

Dean of the College

Student Funding Application for Conference Presentations

Information and Guidelines for Funding Applications

- ❖ Due to limited funding, we can only support funding requests for students **presenting** at conferences. Funding requests are limited to transportation expenses, up to a maximum of \$500 or up to a maximum of \$250 if you have received conference funding within the last two years from this office.
- ❖ Applications for funding must be received **at least 6 weeks** prior to the experience (funds will **not** be awarded retroactively). There are no guarantees for funding.
- ❖ If your request is approved you will be asked to write a thank-you letter to the donor who helped fund your trip.
- ❖ We encourage you to contact ACCEL, ASG, and/or your advisor to inquire about additional funding opportunities.
- ❖ Student will be responsible for paying for expenses and then requesting reimbursement. If you drive to the conference, keep your gas receipts; mileage is not reimbursed. All expenses must be supported by **detailed** receipts and a spreadsheet that is to be submitted to the Dean of the College Office no later than one month after the experience ends.

Name _____ Signature _____

Class Year _____ Box _____ Cell Phone _____ Email _____

Name of Experience _____ Dates _____

STUDENT APPLICATION CHECKLIST:

1. Are you presenting at the conference? Yes No
2. Is this presentation directly related to your Senior Project? Yes No
3. Have you received conference funding from this office within the last two years? Yes No
When _____ Conference _____
4. Are you traveling with a college representative (faculty, administrator, or staff)? Yes No
Name of college representative and their contact information/cell #: _____
5. Attach a brief description of your travel/conference including an estimated budget (maximum 1 page)—include information on other funding that has been applied for or secured as well as what you will financially contribute to this experience.
6. **Return this form with your description and budget to your Recommender.**

DEAR RECOMMENDER:

The above-named student is applying for funding support. Please evaluate the student on the following characteristics and return this form (along with the student description/budget) to the **Dean of the College Office, Box 18**.

Your name: _____ Signature: _____ Date: _____

Contact Information/Cell # (in case of emergency): _____

How long have you known the student, and in what context?

Please give your appraisal of the applicant in terms of the qualities listed below. Rate the applicant in comparison with other students, including others who have applied for funding. Please rank the applicant on the following traits:

(1 = excellent; 2 = good; 3 = fair; 4 = poor; X = unknown or not applicable)

Academic ability	1	2	3	4	X	Emotional maturity/Self-reliance	1	2	3	4	X
Initiative	1	2	3	4	X	Adaptability	1	2	3	4	X
Intellectual curiosity	1	2	3	4	X	Timeliness/ Organizational skills	1	2	3	4	X
Persistence	1	2	3	4	X	Written and Oral Communication skills	1	2	3	4	X
Engagement in the Classroom	1	2	3	4	X	Potential to benefit from conference	1	2	3	4	X
Sensitivity to others	1	2	3	4	X	Ability to work on a team	1	2	3	4	X

I recommend _____ / do not recommend _____ the above-named student for funding.

Cc: Student, Dean of Students, Security