

CONFERENCE FUNDING REQUEST FORM

Springfield College Student Government Association

THIS FORM MUST BE COMPLETED BY ANY STUDENT ORGANIZATION OR INDIVIDUAL WISHING TO REQUEST MONIES FROM THE SGA CONFERENCE FUND

Please return this form with backup paperwork (if applicable) to the Vice President for Business Affairs of the SGA at least two (2) weeks prior to the **REGISTRATION** deadline. Requests submitted after the two weeks prior to Early Registration Deadline will not be accepted for review.

This form must be completed by each person requesting funding with the following restrictions:

- No more than twelve (12) students from a student organization will be funded per year
- Student will only be funded once per year
- SGA caps monies for conference registration to \$100.00 or the **EARLY REGISTRATION AMOUNT** per student. SGA will not provide funding for non-students.
- It is the responsibility of the attending students to fill out the vouchers for transfers of funds.
- Complete the **SGA Transportation Request Form** and **Travel Information Form** if applicable.

General Information

Name of Student: _____
Student Organization (if applicable): _____
Name of Conference: _____

Conference Information

Sponsor of Conference: _____
Dates of Conference: _____
Location of Conference: _____

Travel Information

Departure: Date: _____ Time: _____ am/pm Location: _____
Return: Date: _____ Time: _____ am/pm Location: _____
Trip Coordinator/Personal Contact and phone number for emergencies: _____
Cell Number: (_____) _____ - _____
Accommodations, if applicable: Hotel Name: _____
Address/City/State: _____
Telephone Number: (_____) _____ - _____

Transportation Information

Transportation Provider: Own Car SC Van Charter Bus Airplane Other _____

Financial Information

Request: *Registration Fee per person* \$ _____
Total Amount Requested: *Number of People* _____ x *Registration Fee* = \$ _____
Allocation by SGA: \$ _____

SIGNATURES:

Requestor (if student): _____ Date: _____
Student Organization President: _____ Date: _____
Student Organization Advisor: _____ Date: _____
SGA VP for Business Affairs: _____ Date: _____
Director of Student Activities: _____ Date: _____

