

CONFERENCE REQUEST FORM

Springfield College Student Government Association

Clubs and organizations are encouraged to plan ahead for conferences. Monies for conferences will be distributed from the Student Government Conference Fund. Clubs may apply for financial assistance once each fiscal year though this does not include proposals for LTC funding, which may be applied for yearly. This will allow all clubs and persons the opportunity to receive funding. However, the Business Affairs Committee reserves the right to disallow funding for conferences, which extenuate reasonable costs. Registration forms should be presented two weeks prior to the early registration deadline. The Monies allocated will be for registration and may also help cover the cost of lodging, and transportation, but NOT food expense. Food expenses may be paid for through fundraising and/or personal funds. The Vice President of Business Affairs will have final decision on the number of people that shall be allowed to go to the conference.

Any club/ organization requesting funding for conferences must fill out the Request for Conference Funds Form available in the SGA Office or the Student Activities Office.

Disbursement of \$ from SGA Conference Fund for conferences will be left up to the discretion of the requesting club/ organization (clubs/ orgs. may choose to use monies to cover the entire conference cost for a few members or to offset conference costs for multiple members).

In order to accommodate processing time (check requests, etc.) all requests must be submitted to the VP for Business Affairs NO LATER THAN 2 weeks prior to the conference registration deadline. If requests are submitted after that date, SGA may not be able to guarantee funding.

Within one week of returning from a conference an itemized account of the money spent must be submitted to the VP of Business Affairs, with a receipt for each expense attached.

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This form must be completed by any student organization/ club requesting money from the SGA Conference Fund. Please return this form with the appropriate backup paperwork (i.e. conference registration form, receipts, etc.) to the VP for Business Affairs of the SGA.

CLUB/ ORGANIZATION NAME: _____

EVENT: _____

TRAVEL INFORMATION

This information should be completed and reviewed by all attendees

DEPARTURE

Date: _____ Time: _____ Location: _____

RETURN

Date: _____ Time: _____ Location: _____

Site contact & phone number for emergencies: _____

ACCOMODATIONS

Name & location of overnight accommodations: _____

Phone Number: _____

TRANSPORTATION

Mode of transportation: _____ Transportation Provider: _____

FINANCIAL INFORMATION

REQUEST:	Registration Fee(s): \$ _____	ALLOCATION: _____
	Transportation: \$ _____	
	Lodging: \$ _____	

TRIP PARTICIPANT INFORMATION

Please list name, position, phone # & mail box # of each participant. Please use the back of this form for additional participant names.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Club/ Organization Signature: _____

Date: _____

Club/ Org. Advisor Signature: _____

Date: _____

SGA VP for Business Affairs Signature: _____

Date: _____

Office of Student Activities Signature: _____

Date: _____