

Student Funding Request Form

Name: _____ Date: _____

Address: _____

Year/Program: _____ PID#: _____

Email: _____

Conference/Event Information

Name of Conference: _____

Date(s) of Conference: _____

Location of Conference: _____

My purpose for attending this conference: _____

Estimated Expenses		Other Funding Sources If Applicable	
Travel (air/mileage)	\$	Student Contribution	\$
Room/Board	\$	Discounts (volunteering, etc.)	\$
Other (please specify)	\$	Funding from other sources	\$
Total Estimated Expense	\$	Total Other Funding	\$
Amt Requested from SoWoSO	\$		

*By submitting this form and requesting funds from SoWoSO, I understand that I will need to share what I have gained from this event with the student body so that they may also benefit from my receiving student funds. This could take the form of a **newsletter article, making conference materials available, writing a short paper, giving a presentation** or any other agreed upon activity that serves the purposes stated above. If I fail to do the agreed upon activity I will have to forfeit the funds that I received from SoWoSO. In addition, I understand that I must present this form in person at a SoWoSO meeting.*

Signed: _____

PLEASE NOTE: To be reimbursed you must submit a conference receipt along with a copy of the signed approval request form. Receipts may be placed in the SoWoSO mailbox, given to one of the chairs at a SoWoSO meeting or given directly to Cindy Justice in room 302B (Dean's Office). All travel and receipts must be completed and turned in prior to May of the current academic year.

To be filled out by a SoWoSO Representative:

Amount Awarded by SoWoSO: \$ _____ Date: _____

SoWoSO Representative Signature _____

Routing:

Original for SoWoSO File Copy for Student to submit with receipts Copy for Student file