

SGA Office Workers: Please stamp time and date received

SGA Conference Fund Application

Conference Fund

Who/What is it for?

- The Conference Fund is available to any Smith student to apply for funding for an event that takes place off of Smith's campus.
- SGA cabinet reserves the right to limit the number of attendees per conference.

Where does the application go? When can I find out the result?

- The application should be turned in at the SGA office (CC206). Generally, if the application is turned in by **7:00 p.m. on Tuesday**, it will be acted upon at the SGA Cabinet meeting on Thursday. No applications will be acted upon during the dates of **Thursday, December 10th, 2009** and **Thursday, January 28th, 2010** or after **Thursday April 22nd, 2010**

Who can I contact for more information?

- SGA Treasurer: Hailey Bird, hbird@smith.edu, x 7767

I. Applicant Contact Information

Name: _____
 Extension: _____ E-mail: _____ Box #: _____
 Smith ID #: _____

II. Event Information:

Total Amount Requested from the Conference Fund: \$_____

III. Proposed Detailed Budget

Item Anticipated Cost

	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Total \$ _____

IV. Other Sources of Funding

Please outline other sources that you are soliciting for funding, including the amount requested from each source. Please also note if the applications are pending or have already been approved.

Funding Source	Pending	Approved	Amt. Requested/Granted
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____
_____	<input type="checkbox"/>	<input type="checkbox"/>	\$ _____

V. Please read and sign the checklist

INCOMPLETE APPLICATIONS CANNOT BE PROCESSED

SGA CONFERENCE FUNDING APPLICATION - CHECKLIST

Name: _____

Please ✓ check all the way to the bottom:

_____ I have read and understand the instructions.

_____ I have attached a brief statement about my proposal and my background that equips me to undertake it, as well as the reason I am seeking funding.

_____ I understand that I must hold a post-conference event (workshop, discussion, etc.) to bring the experience back to campus.

_____ I have attached an outline of my post-conference presentation.

_____ I have attached a confirmed space reservation for my post-conference. (The space has to be accessible to every Smith student. i.e. campus center, academic buildings). NOTE: Students may collaborate on post-conference events.

_____ I understand that the post-conference even cannot be at the same time as a regular organization meeting.

_____ I understand that food will be given lowest funding priority.

_____ I understand that retroactive applications are accepted, however, applications that are turned in before a conference are given priority.

_____ I have attached an airfare quote (if airfare travel is part of the proposal)

_____ I have attached a pamphlet or website description of the program/project, that includes the dates and the costs.

_____ I understand that I must bring original receipts to SGA office within one week of my return to campus or beforehand if receipts are available, in order to receive reimbursement (not to exceed the pre-approved amount).

_____ I understand that if my expenses are ultimately *less* than the pre-approved funding amount, I will be reimbursed only for the amount spent, and not the full pre-approved amount.

_____ I understand that I may not discuss the result of my application.

_____ My signature certifies that the information provided and the answers to all questions are accurate on all forms submitted.

Signed _____ Date _____
(original signature required)

(Attach this sheet to your application)