

# Conference Fund Application

<sup>1</sup> **Date Submitted:** \_\_\_\_\_

*Submit at least 30 days prior to conference date OR 30 days before funding is needed (whichever is the earliest date). Please submit electronically to [husceac@hamline.edu](mailto:husceac@hamline.edu)  
Summer conference applications must be submitted by May 01, 2017.*

## **PART 1: Contact Information**

**Individual/Organization Name:** \_\_\_\_\_ **Contact Phone Number:** \_\_\_\_\_

**Contact Person (Position within Organization if applicable):** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

## **PART 2: Conference Information**

**Conference Name:** \_\_\_\_\_

**Conference Location:** \_\_\_\_\_

**Conference Date:** \_\_\_\_\_

## **PART 3: Funding**

Funding needed by:

Where have you looked for outside funding? (departments, national org. affiliations, etc.)

Contact information for outside funding (name/email/phone number)

**Advisor:** \_\_\_\_\_

**Which of the following best describes this conference:**

*Academic:* \_\_\_\_

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<sup>1</sup> *Some exceptions may apply on the submission date at the discretion of the chair.*

<sup>ii</sup> *Student Organizations and individuals are encouraged to look for funds in Academic Departments, Dean of Students Office and/or Diversity Offices at Hamline.*

<sup>iii</sup> *HUSC does not pay for food nor drink nor alcohol.*

Extracurricular: \_\_\_\_

Other: \_\_\_\_\_

### **Costs**

Registration Fees: \_\_\_\_\_

Travel Expenses: \_\_\_\_\_

Lodging: \_\_\_\_\_

Total Request Amount: \_\_\_\_\_

### **PART 3: Application Information**

- In two pages or less (attached separately), please provide a short description of the conference you are attending. It is helpful to explain why this conference will be beneficial to the greater Hamline community.
- Please attach a list of the prospective members that will be attending this conference. Please indicate if members have attended a previous conference funded by HUSC.
- Add a letter of recommendation from a faculty or staff member (optional).
- Submit detailed quotes for all expenses
- Applicants are strongly encouraged to come present to General Assembly (11:30AM on Tuesdays in GLC 100E) after attending their conference. Options include oral presentation, powerpoint, video, or a brief written summary. Which option would you prefer?

Approved/Not Approved      For the amount of: \$ \_\_\_\_\_      Date: \_\_\_\_\_

EAC Chair Signature: \_\_\_\_\_

Comments:

