

Career Services Entrepreneurship Conference Funding Guidelines and Application 2013

Career Services received a donation from an alumnus and has limited funds available to support students attending conferences on **entrepreneurship**. All requests for such support must be made by completing the enclosed application form prior to the conference, and submitting it to Erin Massey in Parrish 135. Requests will be reviewed on the Monday of the week following the receipt of the request, except during breaks, so please plan accordingly. We will not consider applications for conferences attended prior to submission of application.

We will give a maximum of \$200 for a single student and \$400 for a group to attend a conference. Since we have limited funds available, first priority will be given to students who have not received funding this academic year.

Reporting Requirements

The application process has two components. The first is to be completed before you go, and consists of the application form. This supplies Career Services with all the information and signatures we are required to collect and all the information we need to evaluate your proposal.

*If you are approved for funding -- before you leave you must fill out a "Release of Liability Form". They can be picked up in Parrish 135, see Lisa Maginnis.

The second component consists of what you are required to supply Career Services when you return from the conference, no later than 1 week after the conference is over. You must submit your original receipts for registration and travel (if applicable)– be sure your name is on all submitted receipts. Please submit these receipts to Erin Massey in Parrish 135.

Second, you must submit a brief report of your activities at the conference. In particular, Career Services is interested in the how you think the conference benefited you and details about what you gained from attending. You should expect that the report, either in part or in whole, could be shared with the donor, relevant academic departments, dean's office members, president's staff, and/or board members. Please email your report to emassey1@swarthmore.edu.

Reimbursements will not be processed until all reporting requirements have been received.

Questions

If you have any questions, please feel free to contact Erin Massey.

Erin Massey
Associate Director, Career Services
Parrish 135
610-328-8352
emassey1@swarthmore.edu

Application for Conference Support from Career Services 2013

Conference Information- write clearly

Conference Name: _____

Website URL: _____

Start Date: _____ End Date: _____ Location: _____

How did you find out about this conference? _____

Please attach a brief TYPED write up to justify why we should support your attending. Questions you should consider answering include: What are your goals for attending this conference? What do you hope to get out of going? How does going advance your academic, ethical or career development? Do you expect to share your experiences from the conference with others here once you return, and if so how? Feel free to share specific workshops or programs that you plan on attending that are specifically related to Entrepreneurship.

Personal Information (of person completing this form) - write clearly

Name: _____ ID #: _____

Swarthmore Email: _____ Phone: _____

Names of group (if applicable): _____

Names of other students going to this conference (if applicable):

(1) _____ ID #: _____

(2) _____ ID #: _____

(3) _____ ID #: _____

(4) _____ ID #: _____

Other Requests for Funding (for this conference) - write clearly

List all other sources (Dean's Office, academic departments, Lang Center, President's Office, Student Council, etc.) from whom you have requested funds or expect to request funds.

(1) _____ Amount: _____ Approved Pending

(2) _____ Amount: _____ Approved Pending

(3) _____ Amount: _____ Approved Pending

(4) _____ Amount: _____ Approved Pending

Budget- write clearly

Please list the expected costs for you or your entire group. Feel free to attach a separate write up.

Registration: _____

Travel: _____

Miscellaneous (Please describe): _____

Total expected cost: _____

- Please check here to indicate that all the information you have provided is accurate and complete.
- Please check here to indicate that you understand you will be expected to submit a written report to Erin Massey describing your participation in the conference. This brief report is expected no later than 1 week after the completion of the conference. Failure to submit this report will result in a charge to your account equal to the amount you were reimbursed. Furthermore, you understand that this report may be shared with the donor, faculty, , the Dean’s Office, the President’s Staff or members of the Board.
- Please check here to indicate that you understand that should you get support from Career Services, you agree to represent the College at this conference. As such, in addition to any rules and regulations which govern the conference, you will be held to the standards of conduct set out in the student handbook as if you were here at the College.

Please sign and date below:

Signature: _____ Date: _____

For Career Services Use Only:

Date Application Received: _____ **Date Reviewed:** _____

Approved for: _____

Denied; Reason: _____