



Dean's Office
Student Conference Funding Application
AY2016-2017

The Dean's Office has a limited amount of funding which is used to support students who would like to attend a conference.

Applications may be submitted:

- by email to Susan Lewis (slewis2) or
- in person in the Dean's Office, Parrish East 140

There is no guarantee that a conference funding request will be approved for funding. The Dean's Office encourages you to choose carefully the conference you are hoping to attend. If approved, the office will fund only **one** conference per academic year for an individual student or group of students.

It is recommended that groups limit the number of participants given the maximum reimbursement for a student group is a set amount regardless of the group size. Three or more students attending the same conference will be considered to constitute a group, whether students apply as a group or individually.

Guidelines:

- Applications must be received (at least two weeks) prior to the start date of the conference in order to be considered for funding.
- Applications must have faculty/staff signature.
- A printed copy with information about the conference (schedule of events, sessions, etc.) must be attached to the application.
- Conferences must occur during the academic year (AY: first day of classes through the last day classes are held).
- Approved conference funding does not constitute approved absence(s) from classes.
- Application requests are not funded retroactively.
- Active, enrolled students of good standing will be considered for funding approval.

Approved requests:

Maximum reimbursements:

- Up to, but not exceeding \$400 (individual)
- Up to, but not exceeding \$600 (group of 3 or more students)
- Larger groups may apply for limited additional funding

Submitting for reimbursement:

1. Within **1 week** of the conclusion of the conference, you will need to **submit all receipts** for any expenses incurred for which you are seeking reimbursement.
2. Within **4 weeks** of the conclusion of the conference, you will need to **submit a 1-2 page descriptive report** of about your conference activities. Please include how you think this conference benefited your academic experience. After 4 weeks, failure to submit a report will result in a charge to your account equal to the reimbursement amount you received.

Please note that the report, either in part or in whole, could be shared with relevant academic departments, Dean's Office staff, President's staff, and/or the Board of Managers.



Dean's Office
Student Conference Funding Application
Academic Year 2015/2016

Conference Information:

Conference Name: _____

Start Date: _____ End Date: _____ Location: _____

How did you learn about this conference? _____

Please give a rationale for why you should receive funding. Questions you should consider answering include: What are your goals for attending this conference? What do you hope to get out of the conference? 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? **Please feel free to use the back of the form or attach a separate sheet if needed.**

Personal Information (of person completing this form):

Name: _____ ID #: _____

Swarthmore Email: _____@swarthmore.edu Phone: _____

Name of student organization/group (if applicable): _____

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

(1) _____ ID #: _____

(2) _____ ID #: _____

(3) _____ ID #: _____

(4) _____ ID #: _____

Other Requests for Funding (for this conference):

List all other sources (academic departments, IC, BCC, Lang Center, President’s Office, Student Government, 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

Detailed Budget:

Please list the anticipated costs for you or your entire group.

Registration: _____ Travel: _____

Lodging: _____ Meals: _____

Miscellaneous (Please describe): _____

Miscellaneous (Please describe): _____

Total expected cost: _____

Past Support

Please list the support you or any member of your group has received from the College to attend conferences in the past.

Student Name: _____ Amount: _____

Conference Title: _____ Semester/Year: _____

Student Name: _____ Amount: _____

Conference Title: _____ Semester/Year: _____

Student Name: _____ Amount: _____

Conference Title: _____ Semester/Year: _____

It is my/our understanding:

- That all the information provided is accurate and complete.

- That I/we understand I/we will be expected to submit a written report, no later than 4 weeks after the completion of the conference to Susan Lewis by email (slewis2) or to be dropped off in the Dean's Office. That failure to submit this report will result in a charge to my/our account equal to the amount which was reimbursed. Furthermore, that this report may be shared with my/our advisor(s), the Dean's Office staff, the President's staff or members of the Board of Managers.

- That should I/we receive support from the Dean's Office, I/we agree to represent the College at this conference. As such, in addition to any rules and regulations which govern the conference, I/we will be held to the standards of conduct set out in the Student Handbook as if I was/we were here at the College.

Sign and date below:

Student Signature: _____ Date: _____

Signature of Sponsor:

Please have faculty member or staff member who agrees that this conference is an appropriate and productive event for you to attend, sign below.

Signature: _____ Date: _____

Faculty or Staff Name: _____

Title and /or Department: _____

For Dean's Office Use Only:

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

Approved for \$400 **Approved for \$600** **Approved for additional funding**

Denied; Reason: _____