

Received by _____ on _____

CONFERENCE BUDGET REQUEST FORM 2016-2017

The following form is to be used to solicit funding from Student Council for student-attended Conferences. This form is for the Kenmore campus only and is NOT to be used for funding requests for Student Organizations, Student Council Capital Acquisitions, or for Student Council Activities (separate forms for these requests are available online).

Directions:

- 1) Fill in requested information.
- 2) Attach a copy of the registration form stating the cost, agenda, and any other information that would be helpful to the Finance Team in making a decision.
- 3) Email requests to scfinan@bastyr.edu, the Finance Team Leader.
- 4) Your application will be presented in the Finance team meeting on your behalf. If you'd like to meet with the Finance Team to present yourself, please let us know.

Your Name: _____ Kenmore Campus Student

Program: _____ Today's Date: _____

Phone Number: _____ E-mail: _____

Conference Name: _____

Date of Conference _____ Location of Conference _____

Registration Fee _____ Registration Deadline Date _____

Statement of Finance Team Bylaws:

The Finance Team reviews all conference requests and makes recommendations based on the information supplied herein and upon the guidelines and limits set forth in the Budget Committee and Finance Bylaws. To meet requirements for funding, a conference should have multiple tracks, present original research and be sponsored by a national or regional professional organization. The Finance Team will work towards a prompt decision, but a delay of up to 3 to 5 weeks from the date of submission should be expected.

The Council will fund only registration fee costs, travel expenses, food expenses, or lodging for the conference up to **\$500** and will not pay late fees. One person per conference may be funded if the agenda allows for attendance at all events, 2 people (max), if the agenda is more demanding.

Requirements for reimbursement:

- **You must be a student attending the Kenmore campus.**
- **Give a 30-minute presentation (i.e. Lunch and Learn) to the Student Body about your experiences.** It will be videotaped and this video will become property of Student Council and posted on the Student Council website so that others may learn. **OR, if time is limited, you may also submit a detailed 30-minute voice-over PowerPoint (also becoming property of Student Council) and field questions from the student body via email if appropriate.**
- **Submit original receipts to the student resource center along with the reimbursement form to Student Affairs.**
- **Reserve a room and video camera for the Lunch and Learn with the student resource center and notify Student Council after reserving a room and a short summary about the conference AT LEAST 8 days in advance. If you need to cancel the scheduled Lunch and Learn less than 8 days before the presentation for any reason, then you are responsible for notifying Student Council and the student body about the cancellation and reschedule a time for the Lunch and Learn.**
- **All of these requirements must be complete within 60 days* of your return from the conference to receive reimbursement.**

**In order to receive reimbursement for Spring quarter, potential awardees of this period must complete their presentation by the last day of Spring quarter.*

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Important dates: Winter 2017 applications open 12/12/16 - last application accepted on 2/27/17. Spring 2017 applications open 3/20/17 - last application accepted on 5/29/17. Summer 2017 (new fiscal year) applications open 6/19/17 - last application accepted on 8/28/17.

Awards are given on a first come-first serve basis, pending funds once applications dates are open. However, funds have been allocated per quarter for year-round conference availability. No student may apply for more than one conference reimbursement per academic year.

Remember to keep all receipts to receive reimbursement.

Funds will be dispersed to you following the conference and upon completion of your presentation.

Reimbursement must be completed within 60 days* of the date of your conference.

Explanations:

Briefly explain below how the information presented in this conference will benefit Bastyr and its Student Body. Please include information on 1) the conference's purpose; 2) the agenda load and justification for funding if more than one person is seeking funding and 3) any other relevant information.

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To be completed by Team Leaders:

Approved by Finance Team Yes ___ No ___

Date _____

Finance Team Leader

Signature: _____

To be completed by the Dean of Students

Date submitted to Finance Office: _____

Dean's Signature _____

Account: _____ Sub-account: G10B00

Comments:

Comments