

CNU Student Activity Fee Conference Fund Application

Applications must be received in the Office of Student Activities on or before the deadline. Post marks will not be honored. Faxes are not acceptable. **Applications received after the deadline will not be considered.**

Name (please print) _____ Student ID # _____
Mailing Address _____
City _____ State _____ Zip _____
Email Address _____ Contact number _____
List the department/organization affiliated with this conference _____
Name of the conference _____
Purpose of conference _____
Dates of the conference _____ to _____ Location (include city, state, country) _____
Web site to view additional conference information _____

The Conference Fund provides financial assistance to current, full-time CNU students eligible under the guidelines set forth. The purpose is to provide financial support to reduce the student's expenses, but can not provide full-funding for conference activity. **Please review the conference fund policies attached before completing this form.** If applying as an invited speaker, please submit a copy of your invitation. If applying as an accepted presenter, but have not yet received confirmation, please submit a copy of your application and forward your acceptance letter as soon as possible.

Check one

Eligibility Category

- Invited Speaker (\$400 max)
- Accepted Presenter (\$300 max)
- University Representative (\$200 max)
- Individual Interest (\$100 max)

Check one – notice the corresponding deadline

Travel Period

- September 15-Nov. 30
- Dec. 1-Feb. 28/29
- March 1-May 31
- June 1-Sept.14

Deadline to apply

- September 1
- November 1
- February 1
- May 1

Estimated Total Expenses:

Registration Fee \$ _____
Transportation \$ _____
Lodging \$ _____

Attach a copy of the registration form listing fees
Method of travel _____
Accommodations at _____

List all other sources of funding which have been approved or for which you may apply, including personal funds.
\$ _____ From _____ Applied Toward _____
\$ _____ From _____ Applied Toward _____

Will your department/organization be paying or reimbursing you for any expenses related to this conference?
Yes No If yes, list Department/Organization _____

I certify that I meet all the eligibility requirements to apply for funding according to the Student Activity Fee Conference Fund guidelines and give the Office of Student Activities permission to verify my academic standing with the registrar's office.

Signature _____ Date _____

In order to receive full consideration from grant committee, the follow attachments required:

- Copy of the registration form or registration information for conference showing dates, location, fees.
- Copy of general overview of the conference, educational sessions, etc.
- Copy of the hotel/lodging information showing location and fees.
- Copy of your invitation as a speaker (if applying for invited speaker category)
- Copy of your presenters acceptance (if applying for accepted presenter category)
- Completed prior approval to travel form (see <http://studentlife.cnu.edu/organizationresources.htm>)