



Student Activities Conference Grant Application

Date: _____
Initials: _____

Organization Name: _____

Academic Semester: _____

Criteria:

The event must be approved by the Student Activities Coordinator. The activity or trip must be sponsored by a recognized student organization with a faculty or staff advisor on site throughout the event. Attendees must be active members of said student organization. The event proposal must be submitted and approved before any verbal agreements or contractual arrangements for the event are made. To be considered, the proposal must be submitted at least 30 days prior to the planned event. A follow-up report must be made to the SGA following return from the conference.

The student organization submitting this application agrees to pay 50% of the total cost of the conference. The club or organization must provide receipts and expense reports after the event to receive matching funds reimbursement.

Purpose of Trip/Conference:

How will this trip/conference enhance VUJC students' learning experience?

Applicant Signature: _____ **Date:** _____

Advisor Signature: _____ **Date:** _____

Application will not be considered unless signed by both the Applicant and Advisor. Attach an estimated cost and budget for entire trip. This budget will include travel, lodging, meals, conference registration, etc. Please see the University Manual or Finance Manager for travel and meal allowance calculations.