**CONFERENCE REGISTRATION FUNDING APPLICATION**

REQUEST GUIDELINES

As outlined in the ASUW Finance Policy, ASUW will not cover travel, lodging, membership fees, or meal expenses associated with attending this conference. Funding is available for conference registration fees only.

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| [ ]  **Maximum of $750.00 (per SO, per semester) may be requested** |
| [ ]  Funds are only for students; no faculty, staff, or non-university persons |
| [ ]  SOs will meet with the Director of Finance and Student Organizations in the ASUW office to register for conferences (or by appointment via zoom).  |
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**INSTRUCTIONS**

1. Submit the signed request to the Director of Finance and Student Organizations, CeeJay Berg (asuwexc7@uwyo.edu) by **Monday at 5 PM - five** **weeks prior** to the conference/competition or email the ASUW Accountant Shelly Schaef at sschaef@uwyo.edu.
2. The Student Organization Funding Board meets **Mondays at 2:30-4:30pm** over Zoom. The Director of Finance & Student Organizations will schedule a time for your student org to present its request and will notify the contact person of your specific time.
3. After the SO presents its request to the SO Funding Board, board members will (1) approve the request, (2) approve it with amendments, or (3) deny funding.
4. The SO will be notified of the decision within **24 hours**.
5. If the request is approved, a representative of the funded SO must schedule an appointment to work with the Director of Finance and Student Organizations to register for the conference.
6. If SOs have already paid the conference fees, please have all receipts turned into the ASUW office that pertain to the ASUW funding within 10 days, otherwise you may be held liable for expenses. **Please do everything in your power to register all members for conferences through the ASUW Office to avoid the reimbursement process.**

***Complete all yellow sections of this form.***

Name of Student Organization (SO)

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Contact Person Phone Number

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E-mail Address

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Conference Name Conference Date(s)

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Advisor

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E-mail Address Phone Number

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Does your SO collect dues? If YES, how much and how are the dues used?

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In the past, what on-campus events have your organization sponsored?

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**EVENT INFORMATION**

***All fields in this section must be completed with detailed information about the event.***

Location Dates

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Registration Fee (per attendee) What is included in the registration fee?

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Description of Conference

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How will attendees use the experience of attending this conference to benefit the campus community? Be specific.

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Will the attendees give an on-campus presentation upon returning from the conference?

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Presentation Information:

Date Time Location

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**FUNDING REQUEST**

Describe any organizational funds that your SO has committed to the event.

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List other sources of funding that are committed to this event.

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| **Source** | **Amount** |
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| **Total**  |  |

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*The total amount requested may not exceed $750.00\*\*\*\*\*\*\*\*\*\*\*\*\*\***

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| --- | --- | --- | --- |
| **Name of Attendee** | **Position** | **Class Standing** | **Amount Requested** |
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| **Total** |  |

Signature of SO Representative

Date