

STUCO Funding Request Form

Club Travel Personal Travel National E-Board Travel Club Startup Monies/Programming

Event Title:

Event Destination:

Dates of Event/Travel:

Description & Purpose of Event:

Names of students attending (Please indicate any special participation at the conference, including but not limited to, poster/oral presentations or running for a national position):

Flight information

From:

To:

Hotel information

Conference hotel

Other hotel (please specify:

)

Fundraisers done for event (what was done, how much was raised):

Sources of other funding received (specify if you have requested and are expecting other funds as well, from clubs as well):

Club activities (recent club activities, planned club activities):

Travel Requests: The purpose of this form is to show STUCO the importance of travel. STUCO also wants to see that significant effort was put into finding other sources to fund the trip. STUCO will take into account the information presented and vote whether or not to award an amount of money towards travel that will not exceed the amount to be paid by the student. STUCO expects the student to be responsible for at least 50% of the cost of travel.

Funding request (from spreadsheet)**Total cost per person \$****STUCO request per person****\$****TOTAL STUCO REQUEST****\$**

INSTRUCTIONS:

1. Contact **Karen Davis (daviskar@rowan.edu)** in Student Affairs as soon as you anticipate travel. She will provide you with additional documents and ensure you are aware of important deadlines. Please note: Funds must be requested at least 1 month before travel!
 2. Complete STUCO Funding Request form and email **STUCO Secretary (Nhi Tran; trann4@rowan.edu)**, **STUCO Treasurer (Bob Sharkus; sharkusr6@rowan.edu)**, **STUCO President (Juhee Patel; patelj69@rowan.edu)** and **Brittany Mitchell (mitchellba@rowan.edu)** by **5pm the Wednesday before the STUCO meeting**. The form must be received by this deadline to be considered at the next STUCO meeting.
 3. In order to receive reimbursement, each person must have their own receipts (remember, only 50% of total costs on those receipts will be reimbursed, up to the STUCO awarded amount); the group/individual traveling must also submit a report/document showing evidence of professional development.
 4. Students are **required to present** this funding request (3 minutes maximum) to the council at the monthly STUCO meeting. If the student is unable to attend, he or she must inform the **STUCO Secretary (Nhi Tran; trann4@rowan.edu)**, **STUCO Treasurer (Bob Sharkus; sharkusr6@rowan.edu)**, and **STUCO President (Juhee Patel; patelj69@rowan.edu)** at least 48 hours prior to the STUCO meeting to set up an alternate means of presenting the request.
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SPREADSHEET

| STUCO FUNDING REQUEST WORKSHEET | |
|--|---|
| A | Event registration fee (how much will it cost for each person to attend?) |
| B | How will you be traveling (flying, car, train, public transportation?) |
| C | Travel expense (what is the travel cost for each person?) |
| D | Hotel room cost per night |
| E | Number of people staying in each room |
| F | Nights stayed |
| G | Hotel cost per person ($[D/E]*F$) |
| H | Club Support (per person) |
| I | Fixed costs per person (A+C+G) |

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