

Funding Board

Division of Student Affairs- La Salle University 1900 W. Olney Ave. Philadelphia, PA 19141-1199

EXAMPLE: Organizational Check List/Cover Sheet for Contingency Funding Board Proposals: Conferences

2 Copies of the FB Proposal Required/A Copy of the Check List Required on Both FB Proposal Copies

Organization: _____

Contact Person: _____ E-Mail: _____

Advisor Signature: _____

List the actual number of Freshman, Sophomore, Junior and Senior students attending the conference.

Class Years of Students Attending _____ Freshman _____ Sophomore _____ Junior _____ Senior

Please check all the boxes that apply to the conference you are attending

<input type="checkbox"/>	This conference focus is on leadership development that will benefit La Salle University in specific ways.
<input type="checkbox"/>	This conference focus is on leadership development that will benefit La Salle University in specific ways and it's a networking experience/career fair/professional development experience.
<input type="checkbox"/>	This conference is a networking/career fair experience/professional development experience that will primarily benefit the individual members of the student organization

You must address your Action Plan within the proposal.

PLEASE NOTE: The Funding Board will consider funding proposals for conferences ranging from \$0.00 up to \$2,000.00 per organization per academic year. As with all proposals, funding is never guaranteed, but proposals will be considered for funding up to the limit of \$2,000.00.

VEHICLE USE: Students not using a La Salle Van or rental vehicle should consult Google maps or another on-line map service to determine the mileage for your trip. You should include mileage from the hotel to the conference site if they are not in the same location. You will need to submit the map copies after the conference for reimbursement

Amount of money required for ONE PARTICIPANT (If there is only one registration fee not dependent on a deadline print it in the box)	Amount of money required for transportation for one participant <small>(if taking own vehicle, reimbursement is based on mileag e/must calcula te mileage by .56 cents)</small>	Amount of money required for lodging for one participant
Early Registration Cost & Deadline Date: \$100.00 10-29-13	200 miles	\$150.00
Regular Registration Cost & Deadline Date: \$150.00 11-10-13		
Late Registration Cost & Deadline Date: \$200.00 11-23-13		

Cost of registration total for all the students wishing to attend (If there is only one registration fee not dependent on a deadline print it in the box) Please circle the Registration amount you are seeking but submit the information for each Registration & Deadline type requested below.	Cost of transportation for all students wishing to attend conference <small>(if taking own vehicle, reimbursement is based on mileag e/must calculate mileage by .56 cents)</small>	Cost of lodging for all the students wishing to attend conference
Early Registration Cost & Deadline Date: (6 x \$100.00) = \$600.00 10-29-13	200 miles x .56 = \$112.00	6 x \$150 = \$900
Regular Registration Cost & Deadline Date: (6 x \$150.00) = \$900.00 11-10-13		
Late Registration Cost & Deadline Date: (6 x \$200.00) = \$1,200.00 11-23-13		

TOTAL AMOUNT OF FUNDING THE STUDENT ORGANIZATION IS REQUESTING FROM FUNDING BOARD: \$1,612 (\$600.00 + \$112.00 + \$900.00)