

**CLUB COORDINATING COUNCIL
TRAVEL FUNDING APPLICATION GUIDELINES**

The Club Coordinating Council (CCC) offers recognized clubs the opportunity to apply for travel grants to attend conferences and workshops.

Many clubs do not have sufficient funds to fully sponsor travel to a conference or workshop. The CCC allocates Travel Grants by funding received from the Associated Students. Funds are allocated to clubs on a matching basis, meaning the CCC will fund 75% of the total cost of the travel up to \$400. Travel expenses are reimbursed after the fact with appropriate receipts. If you have any questions, Please call the Clubs Office at x 3776.

Please read the following information carefully. After-the-fact requests will not be considered with the exception of summer travel, in the event CCC does not allocate all its funds for the academic year.

The CCC can fund the following:

- Conference/activities fees
- Gas and/or airfare
- Lodging
- Rental cars

The CCC cannot fund the following:

- Food while traveling

APPLICATION GUIDELINES

- Applications must be completely filled out and legible.
- You *CLUB ADVISOR MUST SIGN THE PROPOSAL* (Applications will not be processed without the advisor's signature)
- Turn in your proposal to the Clubs office **5 Days BEFORE THE NEXT CCC MEETING**
- When you turn in your application, **please sign up for an appointment time** at the next CCC meeting

Thank you for applying. Please keep a copy of your Application For Funding for your own records. Your representative at the meeting must be prepared to answer questions about your proposal.

Next CCC Meeting: _____

Application Due: _____

Date Received: _____
Active Club: _____
Appointment Day/Time: _____

Clubs Coordinating Council
REQUEST & APPLICATIONS FOR TRAVEL FUNDING

Sponsoring Organization: _____

Type of Organization: _____ Academic _____ Greek _____ Honor Society _____ AS Program _____ Other
_____ Cultural _____ Religious _____ Sport/Recreation _____ Special Interest

Contact Person: _____

Phone # _____ E-mail Address:

Name of Advisor: _____ Extension:

1. Name of Conference:

Location:

Date(s) of Conference/ Travel:

Number of Club Participants: _____

2. Amount Requested: \$ _____

3. Description of Conference:

4. What are the primary objectives/purpose of the conference?

5. How will your participation in this conference benefit other students at HSU?

6. Please provide a separate list of all students attending with their HSU ID Numbers.

CCC TRAVEL FUNDING REQUEST LINE ITEM DETAIL

Club or Organization: _____ Conference: _____

Contact Person: _____ Phone# _____ E-mail: _____

Budget

ESTIMATED EXPENSES

Travel

Airfare (# _____ passengers @ \$ _____) \$ _____

Fuel (# _____ Vehicles @ # _____ miles) _____

Lodging (# _____ people @ \$ _____ Per night for # _____ nights) _____

Conference Fees:

(# _____ people at \$ _____ per person) _____

Presentation Expenses (not reimbursable by CCC)

Copies _____

Supplies _____

Other Expenses (Please Itemize)

TOTAL ESTIMATED EXPENSES \$ _____

ESTIMATED REVENUES (funding from all sources)

Source

Amount

Club Coordinating Council (total amount you are requesting) \$ _____

TOTAL ESTIMATED REVENUE \$ _____

TOTAL AMOUNT REQUESTED \$ _____