Creighton
U N I V E R S I T Y
Student Activities Office

Student Activities Office
110 Skutt Student Center
Omaha, NE 68178
Phone (402) 280-1715   Fax (402) 280-5829
www.creighton.edu/studentactivities
sao@creighton.edu

Leadership Education Grant Application

Guidelines

Regional and national conferences are great opportunities for students to learn more about their organization, gather programming techniques, and build leadership skills. Many times students may have to cover their own costs to attend conferences, but they also may apply for funding Leadership Education Grant. These grants are available through the Student Activities Office to financially assist students with conference fees and expenses.

- Students and/or registered student organizations may apply to receive financial support to attend conferences, seminars, lectures, tournaments, and/or competitions if they demonstrate financial need. The event should be in line with Creighton's mission and incorporate a *leadership-based purpose*, primarily co-curricular in nature.
- Individuals and/or registered student organizations are eligible to receive funding for one (1) conference per academic year (this includes the summer following Spring term). If a student receives funding as a part of an organization, he/she may not apply again as an individual and vice versa.
- Funding is at the discretion of the committee to determine how much a student or student organization will be granted. Individuals are awarded a maximum of $200 and organizations a maximum total of $1000. The grant is to be used to co-fund conference attendance. Students are expected to contribute to their funding as well through personal means, co-sponsorship, departmental funding, fundraising, etc.
- The student(s) attending the conference is (are) responsible for applying the knowledge gained at the conference to the Creighton Community in a specific and measurable manner. Examples of this include, but are not limited to: presentations at meetings on campus, articles written in newsletters, serving as a committee chair to plan an event on campus, etc. Because students in their last semester of school or professional students on rotations have limited time and campus contact to apply the knowledge gained, the committee does not fund these students.
- It is the responsibility of the student or organization to research anticipated costs of attending the conference. This includes researching the most cost-effective means of transportation.
- The Leadership Education Grant will reimburse the registration fees, transportation costs, and lodging costs. This grant will not reimburse any food (unless it is included in the registration fee) or miscellaneous costs (souvenirs, sightseeing, etc.).
- All grant money will be paid as reimbursements. Students eligible for grant money need to retain their receipts in order to be reimbursed.
- If awarded funding, students are expected to sign a **Grant Agreement** and return it to the Student Activities Office **one week prior to the conference date.** Failure to do so forfeits the original grant application request.

All requests for Leadership Education Grants must be turned in at least **three weeks prior** to the date of the conference. Since funding is limited, students are encouraged to apply early. To apply for the grant, each student or organization requesting funding must submit an application to the Student Activities Office, Skutt Student Center, Room 110.

Students or registered student organizations will be notified through email of their grant status. The Leadership Education Grant Committee meets weekly to review applications. Students or student organizations may be requested to meet with the committee or submit additional information. The contact person on the grant application would be notified if the committee makes this request.

<u>Leadership Education Grant Application</u>

Contact Information

Date:_____

Organization or Student Name:_____

Contact Name (if it is an Organization):_____

Phone Number:_____   Email:_____

Number of conferences the organization has attended in the past year:_____

Students wishing to attend the conference:

Name	Class (Soph, Jr, etc.)	Position	Number of times attended	Anticipated Graduation Date

If more than 2 students are applying, please attach a separate sheet with the above information.

Conference and Cost Information

Conference Title and Host Organization:_____

Location:_____   Dates:_____

Registration fee_____ X Person(s)_____ = Total fees _____

Type of Transportation (van, car, airline, etc.):_____

Company (Budget, Midwest Express, etc.):_____

If ground transportation: Amount per day _____ X Number of days _____ = _____

If air transportation: Amount _____ X Person(s) _____ = _____

Lodging accommodations (name of hotel/location):_____

# of rooms _____ X Amount per night _____ X Number of nights _____ = _____

Total funding requested from the Leadership Grant Education Committee: $_____

On a separate sheet of paper, type answers to the following questions:

1. Using specific and concrete examples, explain the nature of this conference and what you hope to learn. How is this conference related to leadership development? Please include topics of seminars you plan to attend and what you plan to gain from them.
2. How will you apply what you have learned at this conference to the Creighton Community? Please give specific examples of how you will share the conference upon your return to campus (i.e. dates of information sessions you will host, newsletter articles to be published, etc).
3. If there is a discrepancy between the total amount necessary and the amount requested, who will supply the remaining funds?
4. Please submit a tentative conference program, including session descriptions, or email Katie Wadas (katiewadas@creighton.edu) the conference website.

By signing below, I agree to the guidelines of the Leadership Education Grant and verify that all information submitted is accurate.

Signatures   _____   _____   _____
                         Student Signature   Moderator Signature   Campus Phone

Fill out form in entirety and submit to Student Activities Office, 110 Skutt Student Center.
Contact the Student Activities Office at (402) 280-1715 or www.creighton.edu/StudentActivities with questions.

STUDENT ACTIVITIES OFFICE USE ONLY
Date Received: _____   SAO Front Desk Staff's Initials: _____
Revised 7/16/09