**UCCS College of Education
Leadership, Research
& Foundations**

UNIVERSITY OF COLORADO
COLORADO SPRINGS

LRF SAHE Student Professional Development Funding Request

*Request due to SAHE Coordinator at least 6 weeks before conference if purchasing airfare and at least 4 weeks before conference if not
**Funds are available on a first come, first serve basis (once they are exhausted, students will be notified via email)
***Funds will reset the fall of each year.

Name: _____   Submission Date: _____

Phone Number: _____   Current semester credit load: _____

Email: _____

Address: _____

Conference Title: _____

Conference Date(s): _____   Conference Location: _____

Amount of Request*:_____
*LRF SAHE students can request funds to attend a local, regional, or national conference during each year in which they are enrolled full-time as a SAHE student. Funds will be paid to support travel costs (flights, mileage, train/subway costs, and registration fees before considering payment for meals and lodging).

The following funds are available:
- For regional conferences (within the state of Colorado or within the conference's region, such as NASPA IV-West and CPAC-College Personnel Association of Colorado), you may receive up to $100.
- For national conferences, you may receive up to $250 (or $300 if presenting or otherwise involved in a leadership position at the conference).
- Students enrolled part-time are eligible for the percentage of funds related to the percentage of credits being taken compared to full-time students (i.e., a part-time student may receive up to $50 to attend a regional conference and up to $125/$150 to attend a national conference).

Please provide the following information:

1. Describe how the funds will be used (include a budget of your professional development opportunity including travel, lodging, registration fee, meals, etc.).

Please submit receipts related to the professional development experience to the SAHE Coordinator for processing within a week of the conference's conclusion.

LRF: 09/02/14

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2. Which course(s) is this related to, and how?

3. How will your attendance benefit the Leadership, Research, and Foundations Department, our students, and you as a professional (if you are presenting, please attach your program proposal and program acceptance documentation and if serving in a leadership role, please attach documentation of your position and responsibilities at the conference)?

4. Are other sources of funding available to fund this request? If so, please describe and list the amount you are receiving.

If awarded travel funds, I accept the following conditions:

1. It is my responsibility to submit receipts for reimbursement to the SAHE Coordinator within a week of my return from the conference.
2. If my conduct during the conference is deemed in conflict with professional ethics and standards and/or the UCCS Student Code of Conduct, travel funds may be rescinded.
3. If my plans change and I do not attend the conference, I will inform that SAHE Coordinator immediately so that the funds can be used to support another student's professional development.

_____   _____

Signature   Date

Please submit receipts related to the professional development experience to the SAHE Coordinator for processing within a week of the conference's conclusion.