

Before attending the event, email this completed form and a copy of the event flyer/brochure to the Career Services Office at (lawcareerservices@chapman.edu).
The CSO will review your request and will let you know if it is approved.

Professional Development Funding - CSO Sponsorship Request

Name: _____ Email: _____ Date: _____

Event/Career Fair/Conference Name: _____

Registration Cost: _____

Additional Expenses (provide estimated cost(s) for each that apply):

Airfare: _____

Ground Transportation (e.g., subway, train): _____

Lodging: _____

Other (please indicate expense type): _____

Estimated Total: _____

- **The maximum amount of CSO sponsorship is \$250.**

Please explain how attending this event will further your career development:

Tips to reduce your costs:

- Have you looked into volunteering to work at the event in exchange for free or discounted registration?
- Have you tried to negotiate a lower registration rate for students?
- If you are driving, can you carpool with other students?
- Have you checked for the lowest rates at a reputable hotel near or at the event?
- If other students are attending, can you share a room?

If you are awarded sponsorship, you must turn the following items in to the business office in the Dean's Suite within 10 business days after your conference/career fair: (1) the original receipt(s) of the expense(s) that the CSO agreed to sponsor; and (2) the conference/career fair agenda highlighting the sessions and networking events that you attended.