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.