

CHAPMAN UNIVERSITY

Student Activity Fee Advisory Committee (SAFAC) Funding Rubric - CONFERENCES

Applicant Name:	Date Submitted:
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The **SAFAC Funding Rubric for CONFERENCES** provides a standardized method for evaluating the merit of undergraduate students' funding applications. The rubric incorporates expectations from the SAFAC funding criteria, serving as a baseline for evaluation. These criteria provide transparency and objectivity and will be considered when determining the final allocation amount. Conference sponsorship shall be defined as financial support for undergraduate students who are attending or presenting at a non-Chapman University academic, leadership, or professional conference, formal academic or professional meeting/event/showcase, or public cultural event/festival for the purpose of enhancing their educational experience. The purpose of attendance shall not solely be for personal and/or career advancement. Please circle where appropriate:

1. The following is included: • A 450-500-word proposal containing the presentation abstract and how it contributes to the student's academic career. • A letter of support from a faculty mentor is included in this application. • Proof of presentation's acceptance by the conference or event organization, with the applicant's name on the document.	Yes	No
2. Documentation detailing ALL estimated costs of the conference. ☐ Conference Fees/Registration ☐ Lodging - documentation must be a confirmed reservation OR a screenshot of estimated expenses from the lodging establishment. Required information - Name/address of lodging, dates of stay, nightly room cost, all applicable taxes, and fees. ☐ Travel: ☐ Airfare - documentation must include airline carrier, departure and arrival dates, airports involved, and cost, including fare, taxes, and fees. Documentation must be purchased tickets OR a screenshot of the estimated expense from the airfare carrier. ☐ Train - documentation must include train carrier, departure and arrival dates, route (stations involved), cabin level, and cost, including fare, taxes, and fees. Documentation must be purchased tickets OR a screenshot of the estimated expense from the train carrier. ☐ Personal vehicle - documentation must include a mapped-out route from Google Maps reflecting round-trip mileage. Car rental shall not be covered. ☐ Meals - documentation of the conference itinerary to qualify for per diem food costs.	Yes	No
3. All materials in this submission accurately represent the purposes stated in the application.	Yes	No
4. The student has not received \$750 of SAFAC conference sponsorship funding this term.	Yes	No
5. The application follows Chapman University fiscal policy, university policy, and SAFAC funding criteria. Airbnb, VRBO, and other booking intermediaries for lodging are not able to be funded.	Yes	No
6. If the student is receiving additional/external funding sources for this request, the student shall be funded in partial to meet unmet financial need accordingly.	Yes	No

Funding Requested:

Funding Approved:

Additional Notes: