



CHAPMAN UNIVERSITY

**Student Government Association (SGA) Allocations Committee Funding Rubric - CONFERENCES**

<b>Requestor Name:</b>	<b>Date Submitted:</b>
------------------------	------------------------

The **SGA Allocations Committee Funding Rubric for CONFERENCES** provides a standardized method for evaluating the merit of undergraduate students' funding requests. The rubric incorporates expectations from the SGA Allocations Operating Procedures, serving as a baseline for evaluation. These criteria provide transparency and objectivity and will be considered when determining the final allocation amount. Conference travel funding shall be defined as any funding involving, but not limited to, the travel and attendance of any event hosted or organized by a non-Chapman entity. Please circle where appropriate:

1. The following is included: <ul style="list-style-type: none"> <li>• A <b>450-500-word proposal</b> containing the presentation abstract and how it contributes to the student's academic career.</li> <li>• A <b>letter of Support from a faculty mentor</b> is included in this request.</li> <li>• <b>Proof of presentation's acceptance</b> by the conference or event organization, with the applicant's name on the document.</li> </ul>	Yes	No
2. The student has not received \$750 of SGA conference travel funding this term.	Yes	No
3. Documentation detailing ALL estimated costs of the conference. <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Conference Fees/Registration</b></li> <li><input type="checkbox"/> <b>Lodging</b> - 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.</li> <li><input type="checkbox"/> <b>Travel:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> 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.</li> <li><input type="checkbox"/> Personal vehicle - documentation must include a mapped-out route from Google Maps reflecting round-trip mileage. Car rental shall not be covered.</li> </ul> </li> <li><input type="checkbox"/> <b>Meals</b> - documentation of the conference itinerary to qualify for per diem food costs.</li> </ul>	Yes	No
4. The request follows Chapman University's <a href="#">fiscal</a> and <a href="#">university policy</a> and SGA Operating Documents. Airbnb, Vrbo, and other booking intermediaries for lodging are not funded by SGA.	Yes	No
5. All materials in this submission accurately represent the purposes stated in the application.	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:**