

October 2017

Dear Graduate Student:

The Division of Student Affairs is excited to once again offer any graduate student working within the division the opportunity to expand their professional development while completing their graduate studies at Bloomsburg University. You can apply as an individual or as a group and each approved application will be eligible for up to \$500 which can be put toward transportation, hotel, and/or conference fees to attend conferences, workshops or professional meetings. In addition, for attendance at National Conferences, matching funds have been made available so awards can be up to \$1,000.00. Funding will not be made available for you to attend job conferences or placement opportunities. Financial awards will be based on experiences that will be mutually beneficial to you and the Division of Student Affairs.

Please work with your supervisor to determine how you will share the information you garnered at the conference either through a reflective paper or through a presentation to your peers or a presentation to your department. If you are interested in applying for this opportunity, please complete the attached application and return it to Beth Brennan, Executive Assistant to the Vice President for Student Affairs, 329 Kehr Union Building (KUB). Please feel free to contact Donald Young dyoung@bloomu.edu with any questions you may have.

Deadline to apply for funding is:

Fall Semester – October 31, 2017

Spring Semester – February 1, 2018

We look forward to receiving your application!

Sincerely,

BU's Student Affairs Professional Development Committee

Student Affairs Graduate Student
Request for Professional Development Funds – 2017-2018

(Please type application)

(Please complete separate application for each travel request)

Name: _____ Date of Request: _____

Graduate Program: _____ Expected Graduation Date: _____

Office of Graduate Assistantship: _____

Graduate Assistantship Supervisor _____

Local Address: _____

Telephone: _____ BU ID# _____

of credits: _____

E-mail Address: _____

Name of Conference _____

Location of Conference _____

(attach conference schedule and description from website)

Are you presenting at the conference? _____ Yes _____ No

Total \$ Amount Requested: _____ Travel Dates: _____

Do you anticipate funding from another source? _____ Yes _____ NO

If yes, what is the funding source: _____

How much is this funding source providing? _____

Have you previously received funding from Student Affairs? _____ Yes _____ No

What conference did you attend? _____

Request for Professional Development Funds

Request Narrative

Name: _____ Date: _____

Background and Significance: A brief sketch of the background of the request, evaluate the impact on individual/group’s professional development and the contribution to the university.

Goals and Objectives: Briefly describe the goals and objectives of this request.

Student Affairs Graduate Student
Request for Professional Development Funds

Budget Page

List only whole dollars (round off all figures to the nearest dollar amount).

Requested Budget

	Description	Amount Requested
Conference Registration		
Hotel Expenses		
Transportation*		
Meals **		
Taxi/Tolls/Parking		
Other (specify)		
Other(specify)		
Total		

*Please explain type of transportation (Airline, Enterprise Rental, University Vehicle, Personal Vehicle) *Personal Vehicle travel is reimbursed at \$.535 per mile.*

**Maximum request for each meal is:

- Breakfast (\$11)
- Lunch (\$12)
- Dinner (\$23)