

Before attending the event, email this completed form and a copy of the event flyer or brochure to the Career Services Office at (lawcareerservices@chapman.edu). Requests must be received at least two weeks before the date of the event. The CSO will review your request and will let you know if it is approved. Approval is subject to available funds.

Professional Development Funding CSO Sponsorship Request

Name: _____ Email: _____ Date: _____

Mailing Address: _____

Event/Career Fair/Conference Name: _____

Registration Cost: _____

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

Total: _____

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

The maximum amount of CSO sponsorship is \$200.

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 you are awarded sponsorship, you must submit the following items to our business office (Stephanie Wenning, Assistant Director of Administrative Operations at wenning@chapman.edu) within ten (10) business days of the conference/career fair:

- (1) original receipt(s) of expense(s) the CSO agreed to sponsor; and
- (2) conference/career fair agenda highlighting the sessions and networking events you attended.