Eligibility: To qualify for funding, your club or organization must be a registered undergraduate organization that is recognized by and in good standing with the Department of Student & Campus Life. Organizations that are sending five (5) or more members to a conference, or that have total costs over $2,500, qualify to apply for student organization conference funding.

Criteria: Student organization conference funding will be awarded based upon the following criteria:

1. Applicants must be undergraduate students at Chapman University.
2. Applicants must demonstrate active membership within the student organization.
3. Although all applicants will be considered, preference will be given to applicants who maintain a cumulative GPA of 3.0 or higher on a 4.0 scale and can demonstrate campus, community and/or leadership involvement.
4. Applicants must demonstrate a financial need for the scholarship.
5. All application materials must be submitted at least (2) weeks prior to the conference date. Incomplete applications will not be accepted. Applications will also not be accepted after the attendance of a conference.

Application Process: Please submit the following application materials:

1. Basic Information: Fill out basic organization, student and conference information. (See below)
2. Student Résumés: Each student’s résumé should highlight their campus, community and/or leadership involvement, in addition to other service or work experience.
3. Personal Statement: Each student should submit a 450-500 word personal statement describing why he/she is interested in attending the selected conference and how it will assist in his/her leadership development. Briefly describe the activities you will participate in during the conference. Please also make clear your financial circumstances which warrant your need for financial assistance.
4. Group Recommendation Letter: Provide (1) signed group letter of recommendation from either a Chapman University faculty or staff member or an advisor who is familiar with the organization and the conference.
5. Conference Costs per Student: Provide documentation that details the cost of the conference. For example, documentation includes proof of registration, airline ticket confirmations, and hotel reservation receipts.
6. Organization Operating Budget & Contributions: Provide documentation and details of the organization’s budget and planned contributions to funding conference costs.
7. President’s Statement: The organization’s President should submit a 450-500 word statement regarding the conference and why each member was chosen to attend the conference. Include any conference requirements, officer positions, and financial circumstances relative to the application.

Please contact John Demshki, Director of Finance, with any questions or concerns: SGAFinance@chapman.edu
CONFERENCE INFORMATION
Name of Conference: ____________________________________________ Date(s) of Conference: __________
Location of Conference: __________________________________________
Use of Funds (check all that apply & provide approximate amounts PER STUDENT):   ____ Registration $__________
____ Transportation $_______________   ____ Lodging $_______________   ____ Other: $_____________________
Total Requested Amount: $______________________ ($1,000 maximum per student)

ORGANIZATION INFORMATION
Organization Name: _________________________________________________________
Campus Account Number: ________________ Number of Chapman University student members: ____________
What is the official purpose of the organization? _________________________________________________________

PREPARER’S INFORMATION
Name: __________________________________________ Position: ______________________________
E-mail: __________________________________________ Telephone: ____________________________

President’s Name: __________________________ E-mail: ______________________________
Treasurer’s Name: __________________________ E-mail: ______________________________
Advisor’s Name: __________________________ E-mail: ______________________________

Please contact John Demshki, Director of Finance, with any questions or concerns: SGAFinance@chapman.edu
BASIC STUDENT INFORMATION

Name: _______________________________________________________

Mailing Address: __________________________________ City: __________ State: _____ Zip Code: _____

E-mail Address: __________________________________ Telephone: ___________________________

Class Standing (Check One):  ____ Freshman  ____ Sophomore  ____ Junior  ____ Senior  GPA_______

Leadership Position(s) in Student Organization: _______________________________________________________

Number of Years of Active Membership in Student Organization: __________________________________________

PERSONAL STATEMENT

Each student should submit a 450-500 word personal statement describing why he/she is interested in attending the selected conference and how it will assist in his/her leadership development. Briefly describe the activities you will participate in during the conference. Please also make clear your financial circumstances which warrant your need for financial assistance.

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