



FINANCE COMMITTEE CONFERENCE PROPOSAL INFO SHEET

Individuals/student organizations seeking funding for conferences should complete this form.

Proposals may be submitted by members of the Undergraduate Association only (full-time, fee-paying, undergraduate students). Faculty and staff members may not submit proposals on behalf of their students. Finance Committee cannot fund events/activities that are required as part of students' coursework or where students receive academic credit.

The Finance Proposal process:

1. A hard copy of the completed proposal form must be turned in to the UA Office by the required deadline. A list of deadlines is available online at <http://www.naz.edu/student-activities> or in hard copy in the UA Office.
2. The sponsoring individuals/organization must present their proposal to the Finance Committee. The Finance Committee will judge requests based on the UA's Philosophy of Funding and appropriateness of the request.

Undergraduate Association Philosophy of Funding:

The UA's Philosophy of Funding is outlined in their Constitution which is also available on the Student Activities website.

Helpful Tips for Submitting Your Proposal:

1. Ask questions early. If you are unsure how to submit the proposal or what information should be included, please reach out to your advisor, the VP of Finance or Student Activities Staff for help.
 2. Submit your proposal at least one month before your event/activity so that you have time to make the necessary arrangements. Proposals for conferences that happen early in the spring semester may be submitted in the fall. Proposals for conferences that happen in the early fall and summer should be submitted during the spring semester.
 3. Please make sure you include a clear breakdown of costs associated with the amount you are requesting from Finance Committee. Do not include costs for graduate students or faculty/staff members in your proposal. The UA receives its funding from undergraduate student fees so monies may only be used for costs associated with undergraduate students.
 4. Your proposal should include a full conference itinerary. Please include additional information about the conference such as available workshops, keynote speakers, networking opportunities, conference website, etc. This information should be submitted with your proposal.
 5. Seek out funding from other sources or opportunities to collaborate and share this information in your proposal.
 6. Be prepared to answer the following questions:
 - a. How were students selected to attend the conference?
 - b. Will the majority of students' time be spent on conference activities?
 - c. How much are the students paying out-of-pocket?
- *This is a sampling of questions since each proposal is unique.*



FINANCE COMMITTEE CONFERENCE PROPOSAL FORM

Submission Date: _____

Requested by: _____

Organization Name: _____

Email: _____

Funds Requested: _____

Phone: _____

Description of Proposal:

How does this proposal connect to your organization's mission and the goals of the Undergraduate Association?

How will this proposal enrich the social, cultural, recreational, spiritual, or educational life of students and the Nazareth Community as a whole?

I, the undersigned, understand that this proposal is merely a request and that approval is not guaranteed or assumed. I also understand that this proposal must be represented by me, or my designee, at a Finance Committee meeting.

Signed: _____

As the advisor to this organization, I acknowledge that I am aware of the Finance Committee requirements and this proposal's contents:

Signed by Advisor: _____

*If submitting proposal on behalf of yourself only, not as part of an organization, no advisor signature is required.