

Personal Information:

Full Name: _____ Student ID: _____

Address: _____

Email: _____ Phone Number: _____

Degree, Program, Department: _____ Years at CIIS: _____

Academic Status: _____ (a) Full-time, Part-time (b) Good, unsatisfactory, probation)

Please list all the Student Alliance funding you have received over the last 2 years:

If these funds are for a team effort, please list the other members of the team and their ID numbers on the back of this form.

Purpose of Award:

Title of Conference: _____

Please circle: Presenter / Participant

Location: _____ Date(s) of Conference: ___ / ___ / ___ - ___ / ___ / ___.

Please read and initial the following statements:

- ___ I understand that as a recipient of Student Alliance Funds, I may be expected to present on my experience at a Student Alliance meeting and/or event.
- ___ I agree to allow Student Alliance and CIIS Student Affairs to promote and publish your award and conference/event information via Student Alliance and CIIS communication channels (newsletter, website, board meetings, etc.)
- ___ I understand Student Alliance does not fund any activity associated with course credit and/or program requirements.
- ___ All awards are taxable. If a taxpayer receives more than \$600 from CIIS in one calendar year, we are required to file a 1099 with the IRS.
- ___ I have read and agree to the Student Alliance Funding Guidelines.

Please sign below and leave this form in the SA mailbox on the 5th Floor

Signature: _____ Date: ___ / ___ / _____

To be completed by Student Alliance Coordinator:

- Student is currently enrolled in the semester of application.
- The event takes place in the semester in which the student is applying for an award.
- Student was granted \$ _____ on ___ / ___ / _____.

Student Alliance Coordinator Signature: _____

About Conference Funding:

IMPORTANT:

- Everything required must be included in your grant application packet. Any applications with missing documents will immediately be disqualified.
- Students are only applicable to receive one award per semester.
- Awards are designated for conferences occurring in the semester in which application is being submitted.
- All awards are retroactive and award monies support reimbursements associated with the conference activity being proposed.
- Priority is given to conference award applications of individuals presenting their scholarship.
- **Deadline: March 31 by 5:00 pm PST**
 Please email completed application to studentalliance@ciis.edu or drop off in mailbox in Cubicle 430A.

Please complete the following sections and attach to the application form:

Part 1: Please answer each of the following questions individually. (250 Word Max Per Question)

- 1) How is your conference participation applicable to your course of study?
- 2) What do you plan to accomplish through your conference participation?
- 3) What activities and/or other involvement at CIIS and/or other affiliated organizations support your involvement in the proposed conference?
- 4) How do you plan to share your experience and/or build partnerships via the conference with the CIIS community upon your return?

Part II: Supporting Documentation

- 1) Attach Conference Flyer/Website, Call for Proposal, Registration Form, and Acceptance Letter to Present, etc.
- 2) Copy of Resume (Please include academic accomplishments and/or highlights)
- 3) Please include a budget outline for your participation in the conference:

Proposed Budget		
Expense Item	Amount	Total
Transportation (Flight/Gas Expense):		
Other (Specify):		
Conference Registration:		
Lodging (Specify):		
Other (Specify):		
TOTAL:		