



# Longwood University SFC Conference Request Form 2022-2023

Complete this form when requesting funds from the Student Government Association to attend a conference for your organization. Be sure to complete all applicable fields and make sure that all information provided is up to date. Your request must adhere to the Student Government Association's bylaws. Bring three (3) typed copies of this form with other applicable paperwork to the Student Finance Committee meeting. Regular SFC meetings are held on Thursdays at 3:30 p.m. in the Wilson Chamber, Upchurch University Center.

**Student Organization/Club:** \_\_\_\_\_

**SFC Presentation Date:** \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Student(s) presenting the request:** \_\_\_\_\_

**Conference Title:** \_\_\_\_\_

**Date:** \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

**Location, City, State, Zip Code:** \_\_\_\_\_

**Means of Travel:** \_\_\_\_\_

**Number of Students Attending:** \_\_\_\_\_

\*Note that bylaws allow for each organization to send 4 members to a conference. Special circumstances may apply. (Spring 2014)

### Additional Comments

\_\_\_\_\_

### Break Down of Charges

#	Item	Item Cost	Quantity	Total	Comments
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#### Registration

1					
2					
			<b>Subtotal:</b>	\$-	

#### Lodging

3					
4					
			<b>Subtotal:</b>	\$-	

#### Travel

5					
6					
			<b>Subtotal:</b>	\$-	

\*SGA allows up to \$0.54 per mile. (Spring 2022)

#### Other

7					
8					
			<b>Subtotal:</b>	\$-	
			<b>Total:</b>	\$-	

\*If you are asking for compensation for mileage please bring documentation to verify the distance. (ex. Mapquest)

\*\*If more space is needed please start the next item on a second form.

Question #1: Does your organization have an Agency Account? Yes/No Agency account Balance: \$ \_\_\_\_\_

Question #2: What fundraising has your organization done in the past and plan to do this year?

Question #3: If applicable, has your organization reached out to affiliated Academic Departments for assistance? What was the result?

Question #4: What are your plans to present your experience to others here at Longwood? (Written Reflection on Lancer Link required)

### SFC USE ONLY

**Approved Organization (Y/N):** \_\_\_\_\_

**Passed/Failed/Tabled:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Treasurer's Signature** \_\_\_\_\_

**Date:** \_\_\_\_\_