

SCP Student Conference Award Request Form

Students matriculated in one of the programs within the School Counseling Program at Assumption College are eligible for one (1) award per fiscal year. The purpose of this award is to provide financial support to encourage student active participation in the field of School Counseling during their training. Conferences and the topic of presentation must be directly related to the field of School Counseling and may include state, regional or national levels.

Students who wish to be considered may submit a proposal for a SCP Student Conference Award to reimburse for conference registration and/or conference presentation supplies (e.g., printing a poster or copies of handouts) with the appropriate full receipts as documentation up to \$150.00 per student. Students may apply funds to more than one event (e.g, MASCA and Assumption Graduate Student Research Symposium), but may not exceed the \$150.00 per fiscal year (July 1st – June 30th). Submission of a request form does not guarantee approval and granting of the awards. The number of awards issued may vary by year based on the programs' budget.

Please complete the form below, and include the stated documents to be considered for reimbursement as indicated. Submit all materials as one complete package to the SCP Director, (mailbox located in Kennedy Hall room 163). All efforts will be taken to have a formal decision within 2-weeks of the materials being submitted. Any additional information or materials requested will be communicated by the SCP Director. The final decision will be sent via Assumption email to the student.

Award winners will be showcased on various marketing materials for the SCP, including but not limited to: SCP website, marketing materials, bulletin board in Kennedy Hall, Assumption College magazine.

Name: _____

Assumption Email: _____

Organization holding the Conference : _____

Conference Dates: _____

Date of Presentation: _____

Format of Presentation: _____

Please indicate what you are requesting for reimbursement *(remember, students may use funds towards more than one conference in one fiscal year, if desired. The maximum amount allowed for reimbursable funds is not to exceed \$150.00 even if the total costs exceed \$150.00. Funds may be applied to conference registration and/or conference presentation supplies/materials. All receipts are required for all funds being requested)*

_____ Conference Registration

_____ Presentation Supplies/Materials

Please cut/paste the following information:

Title of your Presentation: _____

Abstract of your Presentation:

Funds being requested: (leave blank or write "0" if no funds are being requested for that line)

\$ _____ of reimbursable funds towards conference registration is being requested

\$ _____ of total reimbursable funds towards presentation supplies is being requested
(itemize below, as necessary for each material/supply to match receipts)

Item Description: _____	Cost: \$ _____
Item Description: _____	Cost: \$ _____
Item Description: _____	Cost: \$ _____
Item Description: _____	Cost: \$ _____

Please submit the following as one complete package to the Director of School Counseling at Assumption College. Packages may be left in the mailbox in Kennedy 163.

- _____ Completed SCP Conference Award Request Form
- _____ Copy of Acceptance email/letter to present
- _____ Copy of registration form (if requesting registration reimbursement)
- _____ All receipts for all reimbursements being requested

I hereby verify that the information on this form and included materials is true to the best of my knowledge:

Student Name Printed

Student Signature

Date

-Office Use Only-

Date Received: _____

Date Decision Sent via Assumption Email: _____ (attach copy of email for records)

Decision by Director of SCP: ___ Grant Funds