Dear Conference Sponsorship Applicant:

The Graduate School Association (GSA) supports all Bowie State University graduate students in their efforts to enhance professional and educational development. The GSA is proud to sponsor graduate students’ attendance at conferences, study abroad, and other professional events. Sponsorships include travel and sleeping arrangements ONLY. The GSA has developed an efficient process for sponsorship application submissions. To receive approval, please complete and submit the following forms in the order below:

* Proposal stating benefit of the conference to the student
* GSA Funds Request Form
* Authentic Conference Information (Conference Program Agenda/Packet)
* GSA Active Membership Form
* Visible Copy of Government Issued ID
* Proof of Paid Conference Registration
* BSU Travel Request Form
* Letter of GSA Activities Participation
* 2 hotel quotes (limited to $169.00-$199.99/night) and 2 travel quotes, fees, etc.

*(The GSA reserves the right to verify all information submitted for conference sponsorship.)*

All of the appropriate forms must be ***typewritten*** and can be retrieved from and returned to the GSA office. The deadline for these forms is as follows:

* Three (3) months in advance of the conference start date for a group sponsorship or hosting of a conference
* Two (2) months in advance of the conference start date for an individual international conference sponsorship
* One (1) months in advance of the conference start date for an individual domestic conference sponsorship

Thank You,

Donovan Griffin-Blake

President

**GSA Active Membership Form**

All graduate students are eligible to apply for conference sponsorship however; priority will be given to active members. If a student is unable to meet requirements to attend at least two Graduate Student Association (GSA) General Body meetings per semester to obtain active membership, the student may make up for each meeting by serving at some capacity by one of the following:

* **Serve as a program liaison of any standing GSA committee**
* **Serve as a program ambassador for GSA with in your department**
* **Serve as a volunteer for a GSA community service projects**
* **Contribute your time as a GSA volunteer (make flyers, take pictures, assist with newsletter, events, committee, etc.)**

First time students seeking a conference sponsorship doing the first of fall/spring semester prior to Graduate Student Association General Body meetings will have had to have achieved active membership during their previous semester in order to be eligible for sponsorship

Students who cancel their accommodations after approval of funds will be subject to the following consequences:

* **Responsible for repayment of all funds which were requested and approved**
* **Loss of sponsorship privileges (for the rest of the semester in which the approval was given or the semester following)**

Note: All sponsorships recipients are required to submit a **250 word report or a 10 minute video** summarizing his/her experience within 14 days following the conference end date; the hotel folio/final bill within 14 days following the conference end date. Recipients who fail to do so will be subject to the following consequences:

* **Loss of sponsorship privileges (for the rest of that semester in which the conference was attended or the semester following)**

**All graduate students of Bowie State University may apply for conference sponsorship. GSA reserves the right to deny conference sponsorship based on limited funding and verify all information submitted for conference sponsorship.**

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Applicant Print Name Donovan Griffin-Blake, President

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Applicant Signature         David Thompson, Director Fiscal Affairs

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Dr. Cubie Bragg, Faculty Advisor

**Completion of this form is required to receive an estimate and approval for conference sponsorship from the GSA. This document and all other conference sponsorship forms are due in the GSA office before the approval process can begin. This form must be signed by all GSA officers and advisors before approval**. **Forms received after deadline will receive an automatic disapproval.**

**GSA Funds Request Form**

Applicant’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant’s Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile Work Home

Applicant’s Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Name:\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Event Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Departure Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Return Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Departure Airport:\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred Conference Airport:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Travel Requests or Preferences (not guaranteed) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Request: *(State the purpose of the event and your past GSA participation/involvement)*

The stated event is a conference organized by the American Counseling Association, which is held annually at different states, and it will be held at San Diego this year. As part of my educational improvement and enhancement in my career as a counselor, attending the annual conference will be an open door towards my professional development to learn more about mental health and counseling, also to network amongst seasoned counselors nationwide. As a member of GSA, I attend all events hosted by the GSA and volunteer in GSA events and support when called upon.

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Applicant Print Name Donovan Griffin-Blake, President

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Applicant Signature David Thompson, Director Fiscal Affairs

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Dr. Cubie Bragg, Faculty Advisor

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