Diversity Services Office (DSO) Funding Request

* Budget sheet must be attached to the application. A separate application must be completed for each conference/meeting attendee.

Applicant Information

Student Organization: ____________________________

Student: __________________________________________

Email ____________________________ Phone __________

Conference Details

Reason for Travel __________________________________

Title of Conference or Meeting: __________________________

Conference Or Meeting Date(s): __________________________

Sponsoring Organization: __________________________

Conference or Meeting Location: __________________________

Is attendance required for officer or to maintain national membership (Y/N)?: _____

Please provide a one-sentence statement of how the individual or organization will benefit from attending this conference or meeting.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
EVENT DETAILS

Title: _________________________________________________________________

Date(s): ________________ Time: _____________ Location: ___________________

Brief Description:
________________________________________________________________________
________________________________________________________________________

FUNDING

Amount Requested: __________

Funding From Other Sources: ____________ ____________

<table>
<thead>
<tr>
<th>Amount</th>
<th>Source</th>
</tr>
</thead>
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DIVERSITY SERVICES FUNDING HISTORY

Has your organization received funding for events or conferences this academic year? __

If yes, please answer the following:

Date(s) _______ Amount _______ Conference or Event?: ________________

Conference/Event Name & Description
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
**DIVERSITY SERVICES OFFICE FUNDING REQUEST BUDGET FORM**

### Event Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Food (Non-Alcoholic Beverages)</td>
<td></td>
</tr>
<tr>
<td>Audio Visual</td>
<td></td>
</tr>
<tr>
<td>Event Marketing Materials</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Conference Expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airfare</td>
<td></td>
</tr>
<tr>
<td>Ground Transportation</td>
<td></td>
</tr>
<tr>
<td>Registration</td>
<td></td>
</tr>
<tr>
<td>Lodging/Hotel</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

_____________________________________    _____________________
Student Signature        Date

Amount Approved: ____________
Date:_________________________
By:__________________________
Conference Funding Request Guidelines

ELIGIBILITY
Only registered MSU College of Law (MSU Law) student organizations may apply for conference funding or for financial support for a national or regional officer position from the Diversity Services Office (DSO). In addition, student and/or organizations must:

1) Be a “recognized” chapter, subchapter, branch, or division of their national association or organization (evidenced by a valid letter of recognition from such source); and

2) Currently pay annual or semester dues to their national association or organization (if required); or

3) An individual interested in attending a conference that focuses on promoting diversity in the legal profession.

REQUIREMENTS

Diversity Theme: The conference or officer position must clearly promote diversifying the legal profession.

Budget: DSO conference or office position funding may only be used for registration, transportation and hotel for the conference or meeting stated in the application. Funds are non-transferable. (See Attached Sheet for Budget Form)

Funding Conditions: There are several conditions attached to this funding:

1. Applicant(s) must be an active member of a registered MSU Law student organization. The student’s membership status will be confirmed with the executive board of the named student organization.

2. Each applicant must be able to verify membership in the national organization or association that is sponsoring the conference (example: letter from national organization or association).

3. Each sponsored applicant must attend all conference-related activities and events. The purpose of the funding is to support diverse academic programming. Students are reminded that the focus of attending this conference should not be social, but academic in nature.
4. A full report by each sponsored student must be submitted to Mary Ferguson via e-mail to diversity@law.msu.edu within two (2) weeks of attending the conference.

5. The report must provide in detail a description and listing of:
   a. all of the conference events and activities attended,
   b. information gained,
   c. any information or programs that may be of interest to any MSU Law department (e.g. admissions, career services, student affairs), and
   d. any other information requested within these conditions.

   This report will be shared with the administration at MSU Law.

6. Each sponsored applicant must work with the organization to plan and host one diversity themed event or program at MSU Law no later than the subsequent semester after the semester in which the conference was attended.

7. Conference expenditure receipts and a full budget must be submitted to Mary Ferguson within two (2) weeks of attending the conference. Any unused funds must be promptly returned to the DSO at MSU Law.

8. All conditions must be met by all of the sponsored students. If the conditions are not met, the sponsored students and the organization will be liable for reimbursing the MSU Law for funds provided.

REGISTRATION, TRAVEL AND LODGING GUIDELINES

See MSU Law “Student Travel, Lodging and Per Diem Reimbursement Policy

FUNDING REIMBURSEMENTS AND LIMITS

See MSU Law “Student Travel, Lodging and Per Diem Reimbursement Policy

LIMITS

The applicant(s) WILL NOT be reimbursed in excess of the allocated funding for a program. For example:

If student A is approved $500 for Event B and subsequently submits $600 in receipts for Event B, student A will ONLY be reimbursed $500---the amount originally budgeted for Event B.
Circumstances beyond the control of a student organization that prevent compliance with deadlines MUST be brought to Mary Ferguson within the initial two (2) week time frame.

**Event Funding Request Guidelines**

**Requirements**

1. The event theme should promote diversity at Michigan State University College of Law or other similar academic institution(s) if co-sponsoring with another organization.

2. All funding must be used for event requested on this form. Any excess funds in the amount of $20.00 must be returned to the Diversity Services Office.

3. The Diversity Services Office must be listed as a “Sponsor” on all marketing materials for the event in which funding is requested.

**MISAPPROPRIATION OF FUNDS**

If funds are misappropriated, the student organization or student will be required to return the misappropriated funds to the Diversity Services Office account and be ineligible for funding for two academic years after the finding of fault for misappropriated funds.

Failure to do so will jeopardize the student organization’s registered status on campus and lead to collection from the student organization’s account. If the student organization’s account does not have sufficient funds, it will become the student applicant’s responsibility to reimburse the Diversity Services Office.

Student applicants who fail to comply are reminded of their obligations under the Code of Student Discipline. Any failure to comply will be reported as a violation of the Code of Student Discipline and reported to the State Board of Law Examiners.