

Eta Sigma Gamma

TRAVEL AND PROFESSIONAL DEVELOPMENT GRANT APPLICATION FORM

TRAVEL PLANS:

We, the members of the _____ Chapter of Eta Sigma Gamma,
(Name of Chapter)
are requesting a Travel and Professional Development Grant so that we can help offset
our expenses to attend the _____ conference/meeting being
(Name of Conference)
held in _____ from _____ to _____ .
(City and State) (Beginning Date) (Ending Date)

How many chapter members will be making the trip? _____

What percentage of your current membership does this number represent? _____ %

How much money are you requesting? \$ _____
(The maximum amount a single chapter can receive in one calendar year is \$500.00.)

TOTAL ESTIMATED BUDGET FOR THE ENTIRE TRIP:

TRANSPORTATION

Personal vehicle _____ miles at 25¢ per mile \$ _____

Public transportation (please specify) _____ \$ _____

LODGING

_____ nights at \$ _____ per night times _____ room(s) \$ _____

MEALS

_____ days at \$12 per day times _____ people \$ _____

REGISTRATION

_____ people at \$ _____ per person \$ _____

OTHER EXPENSES (please specify)

1.) _____ \$ _____

2.) _____ \$ _____

3.) _____ \$ _____

Total \$ _____

How much of this budget will be paid for with university/college funds? \$ _____

How much of this budget will be paid for with student member funds? \$ _____

How much of this budget will be paid for with local chapter funds? \$ _____

EXPECTED OUTCOMES FROM THE TRAVEL:

(Please write three behavioral objectives that briefly describe what the members of the chapter will gain from this travel experience.)

1.) _____

2.) _____

3.) _____

Date Signature of Chapter President Printed Name of Chapter President

Address of the Chapter: _____

As faculty sponsor for the _____ Chapter of Eta Sigma Gamma,
(Name of Chapter)

I am fully aware of the chapter's proposed travel and professional development project and will provide necessary guidance to the chapter members during the course of the project.

Date Signature of Chapter Sponsor Print Name of Chapter Sponsor

Please return this application via email to:
nationaloffice@etasigmagamma.org

DEADLINES FOR RECEIPT OF APPLICATIONS ARE FEBRUARY 1ST,
SEPTEMBER 1ST AND DECEMBER 1ST.

REMEMBER THAT THE TRAVEL AND PROFESSIONAL DEVELOPMENT
GRANTS ARE PAID ON A REIMBURSEMENT BASIS.