SWE– FY18 Region H Leadership, Section Representative, Collegiate Section, and Leadership Coaching Travel Grant Application Form

|  |  |
| --- | --- |
| Name:  | Phone:  |
| Address:  |
| E-mail Address:  |
| Are you applying for a Collegiate Section? | [ ]  Yes | [ ]  No |
| Are you applying as a Section Representative? | [ ]  Yes | [ ]  No |
| Are you applying as a Region Leader? If yes, list title below. | [ ]  Yes | [ ]  No |
|  |
| Member Number:  |
| SWE Section/School:  |
| Estimated number of members in section:  |
| Section finances at end of previous fiscal year:  |
| Current section finances:  |
|  |
| Trip Purpose: [ ]  HART [ ]  Annual Conference [ ]  Region Conference [ ]  Other  |
| Number of SWE members that will financially benefit from the amount granted:  |
| Location of Event:  |
| Travel Distance (one way):  |
| Please list any funding sources explored:  |

**Expense Calculations**

|  |  |  |
| --- | --- | --- |
| A | Travel ([ ] plane, [ ] bus, [ ] train, [ ] mileage) estimate | $ |
| B | Hotel (include tax, not to exceed 1/2 of room cost) | $ |
| C | Conference Fee (per policy only include the minimum level registration and Celebrate SWE if a collegiate) | $ |
| D | Parking (or other travel expense if explained) | $ |
| **E** | **Total Expense (A+B+C+D):** | $ |
| F | Section Funds Allocated (for any expense, Hotel/Travel/Conference/Parking or other) | $ |
| G | Company Funds Allocated (for any expense, Hotel/Travel/Conference/ Parking or other) | $ |
| H | Other Funds Allocated (for any expense, Hotel/Travel/Conference/ Parking or other) | $ |
| **I** | **Applicant Expense calculation for this grant (E-F-G-H):** | $ |
| **J** | **Amount Requested, 75% of Applicant Expense (I \* 0.75):** | **$** |

**Additional Considerations**

|  |  |  |
| --- | --- | --- |
| Have you or your school received a travel grant in the past three years?  | [ ]  Yes | [ ]  No |
| Are you attending in place of your Section Representative? | [ ]  Yes | [ ]  No |
| Are you making a presentation at the event? | [ ]  Yes | [ ]  No |
| Are you a member of a Region H Committee?\* | [ ]  Yes | [ ]  No |
| Name of committee:  |
| Are you a member of a Society or Senate Committee? | [ ]  Yes | [ ]  No |
| Name of committee:  |
| If you do not receive the grant will you still attend the conference? | [ ]  Yes | [ ] Yes with fewer members | [ ]  No |

\* Please note that being a Section Representative member of the Region H Council does not qualify as a committee for this grant purpose.

|  |
| --- |
| **Other Relevant Information for Consideration:**(Ex: Someone from collegiate section making presentation, traveling with other sections, etc.)  |
|  |

Applicant Signature Date

*------------ The Following Is Used By Treasurer/Governor Only --------------------*

Approval: [ ] Yes or [ ] No

Grant Authorized: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reasons for Rejection: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SWE-Region H Governor Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SWE-Region H Treasurer Signature Date

# Travel Grants Policy for FY18 (Total Budget)

* FY18 SWE Region H Section Representative Travel - $2,700
* FY18 SWE Region H Leadership Travel - $600
* FY18 SWE Region H Region Collegiate Team Travel - $800
* FY18 SWE Region H Collegiate Section Travel - $8,000
* FY18 SWE Region H LCC Travel - $1,300

**HART Meeting**

* Application due date for 2017 HART Meeting: Friday, August 18, 2017
* Approval date for application: Monday, August 28, 2017
* 2017 HART Meeting in Peoria, IL, September 9, 2017
* Send grant application to: Gina Janke at regionH.treasurer@swe.org with the subject “SWE HART Travel Grant Application”

**Annual Conference**

* Application due date for WE17 Annual Conference: **Monday, September 11, 2017**
* Approval date for application: Monday, September 18, 2017

(Early registration deadline is Monday, September 25, 2017)

* WE17 in Austin, TX: October 26-28, 2016
* Send grant application to: Gina Janke at regionH.treasurer@swe.org with the subject “SWE Annual Conference Travel Grant Application”

**WELocal - Milwaukee**

* Application due date for 2018 WELocal Milwaukee: **Friday, January 26, 2018**
* Approval date for application: Monday, February 5, 2018
* 2018 WELocal in Milwaukee, WI: March 9-11, 2018
* Send grant application to: Gina Janke at regionH.treasurer@swe.org with the subject “WELocal Milwaukee Travel Grant Application”