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

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| --- | --- | --- | --- |
| 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.

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| **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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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SWE-Region H Governor Signature Date

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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](mailto: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](mailto:gina.janke@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](mailto:gina.janke@swe.org) with the subject “WELocal Milwaukee Travel Grant Application”