

COLLEGE *for* Creative STUDIES

2016/2017 Student Development Fund Request

All requests must be submitted as hard copies to Michelle Cade, Assistant Provost, Office of Academic Affairs.
Time sensitive requests may be submitted digitally to mcade@collegeforcreativestudies.edu.

Estimated Number of Participants _____
Department _____
Name of Chaperone(s) _____
Conference, Workshop, or Competition Title _____
Location _____
Dates (approximate if not confirmed) _____

Is this request for a field trip? If so, a Faculty Development Fund submission is required. Yes No

A two to three paragraph rationale of how this experience will benefit the students **and** a list with the names of participating students **must** be attached for consideration.

| Anticipated Expenses | | |
|--------------------------------|-------------|-------|
| | Description | Cost |
| Conference/Competition Fee | _____ | _____ |
| Lodging | _____ | _____ |
| Transportation | _____ | _____ |
| Other | _____ | _____ |
| Total Anticipated Cost: | | _____ |

Total student contribution and/or amount of funds raised from other sources: _____
Please note: Ground transportation and food will not be covered by Student Development Funds

If the costs exceed the allotted budget, which budget center should be charged? _____

Have Faculty Development Funds been requested for chaperones? Yes No

Applicant's Signature _____ Date _____

Chair's Signature _____ Date _____

Approved Denied Approved Amount _____

Academic Affairs's Signature _____ Date _____

*If approved, you are responsible for completing the necessary travel arrangements and all payment requisitions.
Travelers must adhere to the CCS Travel and Entertainment Policy (Blackboard>Campus Offices>Human Resources>Policies & Procedures).
All reimbursement forms must be filed within 60 days of the event. If the trip is canceled, please notify the Academic Affairs Office immediately.