

Student Club Conference Request Form

Please complete this form to request approval for attending a conference.

Submit this completed form to the Coordinator of Student Onboarding and Organizations, Miranda McDowell, at mmcdowell@kvcc.edu **at least 90 days prior to travel** for approval.

1. Club Advisor Information

- Name: _____
- Department/Club: _____
- Valley Email Address: _____
- Phone Number: _____

2. Conference Details

- Conference Name: _____
- Conference Date(s): _____
- Location (City, State/Country): _____
- Conference Website (if applicable): _____

3. Purpose of Attendance

- Brief Description of the Conference: _____
- Objectives for Attending (check all that apply):
 - Professional Development
 - Networking Opportunities
 - Learning New Skills/Knowledge
 - Other (please specify): _____

4. Please provide a brief explanation of how attending this conference will support the goals and purpose of your club?

5. Name of Advisor Attending Conference: _____

6. Names of Students Attending Conference (Include Valley ID Numbers):

1. _____
2. _____
3. _____
4. _____

7. Financial Information

- Conference Registration Fee: _____
- Estimated Travel Costs (Transportation, Lodging, etc.): _____
- Estimated Meals and Incidentals: _____
- Total Estimated Cost: _____
- Funding Source (check all that apply; indicate percentage of funds to be used from each source):
 - Club Budget
 - Student Club Travel Funds
 - Personal Funds
 - Other (please specify): _____
- Will you be doing any fundraising to help fund this experience?

8. Transportation

- How do you plan to travel to and from the conference (check all that apply)?
 - Driving personal vehicle
 - Flying
 - Rent Kalamazoo Valley Vehicle

8. Supporting Documentation

Attach all supporting documents, such as the conference agenda, registration form, or invitation letter.

9. Approval

- Signature of Club Advisor: _____
- Date: _____

10. For Office Use Only

- Approval Status:
 - Approved
 - Denied
- Reason for Denial (if applicable):
- Authorized Signature: _____
- Date: _____
- Authorized Signature: _____
- Date: _____