

Activity Request - Conference

Information & Funding Packet

Important Application Information

- Submit the completed Conference Funding Request Form with all required documentation to the Campus Life office no later than **4 weeks** prior to the conference/event
- Funding can only support current WVC students and club advisors. No other persons may benefit from S&A funds.
- It is required to submit all original receipts, invoices, and registration forms to the Campus Life office immediately, or upon return.

Additional Documents required with this form:

Prior Trip Authorization Request - ASWVC, with a complete roster of participants
Student Travel Consent from each student participating in activity
A copy of the conference/event agenda

Contact Information

Club name

Student name

Phone number

Email

Advisor

Advisor Email

Travel Information

Name of Conference/Competition/Event

Location

Date(s) of Activity

\$

Estimated funding amount requested - Please consider the following travel pieces in your estimation:

- Meal money - \$10 per meal per student max.
- Transportation methods (i.e. - plane, bus, etc.)
- Registration fees
- Hotel/lodging accommodations
- Any additional expenses pertaining to the activity (i.e. - membership fees, etc.)

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu.