

CENTER FOR RELIGIOUS AND SPIRITUAL LIFE STUDENT FUNDING APPLICATION

Funding is for enrolled, undergraduate students only. Submit a hard copy of this application, with appropriate attachments, to Maureen Raucher, Program Coordinator, Room B7 in the lower level of Helen Hills Chapel.

If overseas travel funds are granted, in order to receive funding students must:

1. Complete a Travel Registry (including signed and witnessed Waiver form). Log in at <https://smith-horizons.symplicity.com/> and click the Travel Registry tab at the top.
2. After completing your Travel Registry, click "Add a Plan" to input your transportation and lodging information.

Please email Maureen Raucher at mraucher@smith.edu when your Travel Registry is complete. Once you have uploaded your complete Travel Registry, the awarded funds will be disbursed to you via direct deposit/check.

The Center for Religious and Spiritual Life will consider funding applications for retreats or special programs related to religion, ethics or community/public service.

(**Note:** Funding to attend *conferences* related to religion/ethics/community/public service should be applied for using the [Universal Conference Fund Application Form](#) on the Smith Social Network.)

Instructions

1. Complete and sign the attached application, including detailed budget.
2. Attach official information describing the event you wish to attend, showing the dates and cost.
3. Attach a *brief* proposal for your participation in the event, including a description of the program, explaining your interest.
4. Submit all materials to Maureen Raucher *PRIOR* to attending the event.

Once your application has been reviewed, you will be notified of the amount of funding approved.

CENTER FOR RELIGIOUS AND SPIRITUAL LIFE FUNDING APPLICATION

Please complete all sections.

YOUR NAME:		
SMITH ID #:	YOUR CLASS YEAR:	
YOUR SMITH email address:		
Title of the program/project for which you are requesting funding :		
Dates : From :	To :	Total number of days :
Does this include days on which you have classes scheduled ? Yes No		
Location of event :		
Funds requested : \$ _____ (Use final figure from budget sheet, overleaf)		

Please check:

This project *IS* /is *NOT* for academic credit.

Please check: are you –

U.S. citizen

U.S. permanent resident

Neither U.S. citizen nor U.S. permanent resident

Please note that if you are an international student, US income tax may be withheld as per US law, therefore the amount you receive will be less than the amount you were awarded. It is possible to receive a tax refund from the US government; please speak with Dean Caitlin Szymkowicz about filing US income tax forms.

I understand that on completion of the project/event, I must provide ***original*** receipts for expenses incurred and submit them with the completed Student Expense Report within two weeks of the conclusion of the event to Maureen Raucher, or my funding may be forfeited.

Student's signature

Date

FOR OFFICE USE ONLY:

Approved by:	Fund Source	Amount	Fund/org/account numbers

To Controller: Please arrange for direct deposit in the amount of \$ _____ , to be paid to this

student: _____ ID# _____,

Authorized signature: _____ Date: _____

BUDGET PROPOSAL

Your Name:	Class Year:
Program/event Title:	

(1) Please fill in applicable information:

Registration fee	\$
Travel – select appropriate mode(s) of transport below: Air \$_____ Train \$_____ Bus \$_____ Taxis \$_____ Gas* \$_____ <i>*If driving, calculate mileage, divide by average miles per gallon for your vehicle to find number of gallons needed, then multiply by average gas cost per gallon.</i>	\$
Meals – Use approximate amounts suggested here: Breakfast: \$7 x _____ number of b'fasts = \$_____ } Approximate Lunch: \$15 x _____ number of lunches = \$_____ } total cost of Dinner: \$20 x _____ number of dinners = \$_____ } meals →	\$
Accommodation \$_____ per night multiplied by _____ number of nights	\$
Supplies , if applicable (please be specific; list on separate sheet if necessary)	\$
Add the above items to calculate Total Cost of Event	\$
<i>STUDENTS ARE EXPECTED TO CONTRIBUTE TOWARDS THE COST OF THE EVENT - How much are you able to contribute?</i>	\$
Subtract your contribution to arrive at NEW COST OF EVENT	\$

(2) Please complete calculation:

Enter NEW COST OF EVENT (last line in Section 1 above)	\$
Subtract total funding obtained from other sources (total from Section 2)	\$
Final Cost of Event (this is the amount you are requesting - enter this figure on first page of this application under “ Funds Requested”)	\$

(Attach this sheet to your application)

STUDENT EXPENSE REPORT

(Do not attach this sheet to your application – please submit with receipts at conclusion of your event)

Name:	ID# :
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Name of event the funds were used for:

Complete this form and submit with original receipts to Maureen Raucher at Helen Hills Hills Chapel within two weeks of the conclusion of the event, or funding may be forfeited.

	MON	TUE	WED	THU	FRI	SAT	SUN	
Date								TOTALS
Registration								
Meals								
Accommodation								
Transportation								
Supplies								
Other (specify)								
TOTAL EXPENSE PER DAY:								

Amount pre-approved for this event:	\$	The attached receipts total:
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All expenses listed on this report were incurred by me while engaged in, and directly related to, the activity for which funds were requested.

Student's original signature: _____ Date: _____