

## **Student Bar Association's Funding Request Protocol for Conferences/Travel**

### Mission/Purpose

The Student Bar Association at the Florida International University College of Law encourages students to attend international, national, state and local conferences that promote the interest in and understanding of various areas of law, while also expanding the presence of FIU Law. When possible, and upon the submission of an adequate and timely request, the SBA will consider requests for funding to offset costs of attending conferences. This opportunity is open to all students, student organizations, and/or law-student competitions. Approval is at the discretion of the SBA Travel & Conference Committee.

### Who May Request Funding/What May be Requested

Any currently enrolled FIU Law student may submit a request for funding to be used for conferences. This includes funds for travel, hotel stay/housing, and registration or other fees for conference attendance. All students seeking funding should look into funding via the Graduate and Professional Student Committee before seeking funding from SBA.

**<http://gradschool.fiu.edu/gpsc/>**

Requests will typically only be considered if FOUR (4) or more currently-enrolled FIU Law students will be attending the conference.

All students that are attending the conference must sign and submit the SBA Travel Agreement, located on the SBA webpage, promising to attend the conference. These signed forms should be brought to the SBA meeting where the request is being considered, or emailed before the beginning of the meeting.

Additionally, because funding is limited, the SBA seeks to subsidize or offset the costs of attending conferences. The SBA will only provide travel funds to student organizations or competition teams.

The following caps apply to all students per calendar year (July 1 - June 30)

Per person Cap per year: up to \$300

Limit for student organizations per year: up to \$1,000

Limit for FIU competition teams per year: up to \$2,500

**\*\*Exceptions may apply at the discretion of the SBA Travel and Conference Committee.\*\***

## How to Request Funding

A funding request for conferences is considered timely if it is submitted at least TWO (2) months before the start date of the conference. We encourage student organizations to plan ahead and submit requests as soon as possible, preferably multiple months in advance.

Funding requests should be submitted the same way as student organization funding requests for events. The SBA will not consider individual requests for travel funding. SBA will only consider student-organization-sponsored requests. The individual who wants to travel must first make the request to the student organization, who must vote to approve the request. The student organization will then submit the funding request to the SBA (and specify who, exactly, is going on the trip).

**In addition, organizations must submit three quotes for rooming accommodations and travel arrangements.**

The student and/or student organization must have a representative attend the SBA meeting where the request is to be considered. That representative must be prepared to answer the following questions, as well as any other questions posed by the SBA members and the SBA Travel and Conference Committee:

- What is this conference?
- When and where will it take place?
- How many FIU Law students will be attending?
- How much is being requested and what it will be used for, specifically?
- Describe what measures the group has taken to reduce costs and/or keep costs reasonable (i.e. price shopping for hotels and airfare or seeking outside funding)
- Has FIU Law attended this conference in the past? If not, how will students attending this conference benefit the reach and reputation of FIU Law?

The SBA expects students attending the conference to attend and be present during the conference dates. The purpose of students to attend conferences is for professional development and networking purposes. This should be the main goal of students attending the conference.

The President of the organization or a self-selected student attending the conference/competition will be held accountable to make sure that all the students attending will be fully present at the conference. Failure to attend the conference will result in sanctions against the organization including restrictions of travel funds for the current academic year and in the next academic year. The SBA Travel Committee can issue other sanctions it deems necessary including referring the students and organization to the Dean.

### Factors That Go Into Decision-Making

The SBA/committee will take many factors into consideration when granting funding requests for conferences. Factors include, but are not limited to: the number of students attending the conference, the nature of the conference, the amount requested, whether attending the conference was made available to the entire law student body, and whether the requesting student group has already received funding for conferences from the SBA for the current academic year.

### Our Promise

The SBA promises that funding requests for conferences will not be discriminated against based on content related to political affiliation, race, age, sex, religion, national origin/ethnicity, disability, or sexual orientation.

IF YOU HAVE ANY QUESTIONS/CONCERNS EMAIL: [sbasga@fiu.edu](mailto:sbasga@fiu.edu)

By signing this form I acknowledge that I, \_\_\_\_\_, will attend a conference from \_\_\_\_\_ to \_\_\_\_\_ that is being funded, in part, by the Student Bar Association of the Florida International University College of Law.

I understand that if I sign and turn in this form, but do not attend the conference, I may be liable for repayment of travel funds already approved by the SBA.

By signing this form I am agreeing to provide both the SBA Treasurer and the Treasurer of the associated student organization, if any, with copies of this signed travel agreement.

**Name of Conference:**

**Name of Associated Student Organization:**

**Amount of Funding Received: \$**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date