



The Travel Fund

Columbia University Academic Year 2012-13

Purpose:

The Travel Fund was created by the councils to support student groups traveling to compete at the national level.

Such groups may have faced unforeseen financial difficulties, unexpected success in competitions, or other situations that have resulted in a financial burden on its student members who have qualified for high-level competitions.

Information:

The Travel Fund will be capped at \$10,000 to be re-assessed each year in light of spending trends and availability of monetary resources. The funds will come from the budgets of the Columbia College Student Council (CCSC), the Engineering Student Council (ESC), General Studies Student Council (GSSC), and the Student Government Association of Barnard (SGA).

A group's award from the Travel Fund will not exceed \$3,000 per application.

The Travel Fund will only finance up to half of a trip's total cost; the rest must come from the group's contribution or out-of-pocket from its members. In their application, groups are expected to describe the trip's total cost and disclose other funding sources in order to demonstrate need.

Eligibility:

All student groups recognized by one of the five governing boards or SGA are welcome to apply. Students must be competing at the national level or at a necessary qualifying event. The group must also prove that the activity fits within the organization's approved mission.

Groups may not apply more than once for the same competition within a year.

Groups are not forbidden from applying multiple times in a year for additional competitions, but all previous applications will be taken into consideration.

Application:

Applications will be heard on a rolling basis at weekly Joint Council Co-Sponsorship (JCCC) meetings. The JCCC committee may request to interview the applicant if deemed necessary and will make its decision within three weeks of submission. Applications must be sent to treasurers@columbia.edu at least 21 days prior to the event.

For questions about the fund or the application, please email treasurers@columbia.edu.



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Application

Group Information:

Group name:

Chart string (see adviser if you do not know):

Governing board: Number of members:

%CC %SEAS %GS %BC %Grad

Contact person and position:

Email address:

Phone number:

Please answer the following questions:

1. What is the overall mission of your organization?

2. Please describe the competition and how attending it will benefit the undergraduate community.

3. How does your group plan to cover costs for this event?

4. How has your group's financial situation over the past few years affected its competitive ability?

Please fill out this budget sheet as precisely as you can. Itemize the projected and actual expenses and revenue. Feel free to include a more detailed budget as a separate attachment.

Expenses (ex. Tech costs, food, decorations, etc)

Item & Description	Cost	Projected/Actual
Total		

Revenue (ex. Ticket sales, group’s own contribution, other co-sponsorships, etc)

Item	Amount	Projected/Actual
Total		

Governing Board Endorsement. Please have your governing board endorse your application.

I, _____, the (Position) of the (Governing Board), hereby endorse this application and affirm that all of the information on this form is correct to the best of my knowledge.

Electronic Signature: _____