**WSU-SOM STUDENT SENATE**

**CONFERENCE FUNDING REQUEST**

**Name of Organization:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name and positions of persons presenting to Senate:**

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**Contact Phone:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact E-mail:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Name:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Date:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Event Location:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Amount Requested:** ­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please complete the following questions. Limit your answers to no more than 2 pages.***

1. In 150 words or less, please explain the purpose of the event(s) and how the event will offer a unique opportunity to the students of WSU-SOM.
2. Please provide us with a brief breakdown of how the money will be spent.
3. To whom is the event open to?
4. What efforts has your organization made to raise the money prior to coming to Senate? Ensure that these include the Office of Student Affairs, Office of Medical Student Research, Office of Medical Education, and the research mentor associated with the project’s department.
5. Does your organization anticipate seeking additional funding from Student Senate for the 2022-2023 school year? If so, what event and approximately how much will you be requesting?

**Important Information Regarding Senate Funding Allocation:**

* Alumni funds provided are reserved for student organizations, interest groups and individuals for conference expenses and is therefore the first point of contact in terms of funds.
* Senate funding is the last resort for any funding request. Please explore the following options prior to coming to the student senate for a funding request:
	+ Your Research Mentor’s department may have travel funds set aside for trainees. This is a good place to start
	+ The Office of Medical Student Research Programs has travel awards that students may apply for. Please find out more at this link: <https://medstudentresearch.med.wayne.edu/travel>
	+ The Office of Medical Education may also have some additional resources. Please find out more at this link: <https://www.med.wayne.edu/medical-education>
* Student Senate may fund organization/individuals who are denied alumni funds with the exception of students who have previously benefited from Alumni or Senate funds.