

NEBRASKA WESLEYAN UNIVERSITY
Student Affairs Senate
CONFERENCE REQUESTS

When asking Student Affairs Senate and the Budget Committee for funding for conferences consider the following information. Conference requests are not guaranteed, even if the conference is a central theme for the club. Every request will be fully considered, but the following criteria will guide the Budget Committee to its final decision.

- **TIMELY SUBMISSION OF REQUEST**
 - Requests must be submitted early enough to allow the Budget Committee to review the request and provide a recommendation. Time also needs to be allowed for Student Affairs Senate to address the request following the Budget Committee's recommendation.

- **MEMBERS ATTENDING**
 - Have these members attended the conference before?
 - If so, why is it necessary for them to attend again?
 - How long have these members been active in the group?
 - Are any seniors attending? If this conference is in the spring will Seniors be able to contribute learned information back to the group and the community-at-large?

- **MISSION OF THE ORGANIZATION**
 - Is the conference in line with the organization's chartered purpose?

- **LOCATION**
 - Is this a regional, national, or international conference?
 - Does the organization actively participate in the regional conferences if available?
 - Does the location seem to be a motivating factor in the organizations wanting to attend?

- **FUNDRAISING**
 - Will members be contributing to the conference cost?
 - Has the organization fundraised to attend the conference?