



Dear Conference Sponsorship Applicant,

The Graduate School Association (GSA) supports all Bowie State University graduate students in their efforts to enhance professional and educational development. The GSA is proud to sponsor graduate students attendance at conferences, study abroad, and other professional events. Sponsorships includes travel and sleeping arrangements ONLY. The GSA has developed an efficient process for sponsorship application submissions. To receive approval, please complete and submit the following applications:

- A proposal that states what the conference is about, why you would like to attend and how it will benefit you
- Authentic conference information
- GSA Request Form.
- GSA Conference Sponsorship Form
- Travel Request Form
- Conference Registration Form
- GSA Travelers Request Form
- GSA Active Membership Application

Any additional information concerning a request for sponsorship (i.e. 2 hotel quotes, 2 travel quotes, fees, etc.) (The GSA reserves the right to verify all information submitted for conference sponsorship.)

All of the appropriate forms can be retrieved from and returned to the GSA office. The deadline for these forms is as follows:

- Three (3) months in advance of the conference start date for a group sponsorship or hosting of a conference
- Two (2) months in advance of the conference start date for an individual international conference sponsorship
- One (1) month in advance of the conference start date for an individual domestic conference sponsorship

Note: All sponsorships recipients are required to submit a 250 word report summarizing his/her experience within 14 days following the conference end date. This is a mandatory requirement, failure to do so may prevent in further sponsorship in the future.

Thank You,

Diamond Bracey
President

Carl Scott
Executive Vice President

Donovan Blake
VP of Internal Affairs

Jamelia Hampton-Dugger
Director of Communication

Shanice Martin
Director of Fiscal Affairs



GSA Conference Sponsorship Amendments

All graduate students are eligible to apply for conference sponsorship however; priority will be given to active members. If a student is unable to meet requirements to attend at least to Graduate Student Association (GSA) General Body meetings per semester to obtain active membership, the student may make up for each meetings by serving at some capacity on of the following:

- **Serve as a program liaison of any standing GSA committee**
- **Serve as a program ambassador for GSA with in your department**
- **Serve as a volunteer for a GSA community service projects**
- **Contribute your time as a GSA volunteer (make flyers, take pictures, assist with newsletter, events, committee, etc.)**

First time students seeking a conference sponsorship doing the first of fall/spring semester prior to Graduate Student Association General Body meetings will have had to have achieved active membership during their previous semester in order to be eligible for sponsorship

Students who cancel their accommodations after approval of funds will be subject to the following consequences:

- **Responsible for repayment of all funds which were requested and approved**
- **Loss of sponsorship privileges (for the rest of the semester in which the approval was given or the semester following)**

Students who fail to submit their 250 word essay summarizing his or her conference experience within 14 days of the conference end date will be subject to the following consequences:

- **Loss of sponsorship privileges (for the rest of that semester in which the conference was attended or the semester following)**

All graduate students of Bowie State University may apply for conference sponsorship. GSA reserves the right to deny conference sponsorship based on limited funding and verify all information submitted for conference sponsorship.

Applicant Print Name

Diamond Bracey, President

Applicant Signature

Shanice Martin, Director Fiscal Affairs

Dr. Cubie Bragg, Faculty Advisor

Completion of this form is required to receive an estimate and approval for conference sponsorship from the GSA. This document and all other conference sponsorship forms are due in the GSA office before the approval process can begin. This form must be signed by all GSA officers and advisors before approval.



GSA Funds Request Form

Date: _____

Organization

Name: _____

Organization Event:

Event Date: _____

Location:

Phone /Ext. : (____) _____ - _____ Alternate Phone (____) _____ - _____

Request: *(State the purpose of the event and the amount of funds you are requesting)*

Applicant Print Name

Diamond Bracey, President

Applicant Signature

Shanice Martin, Director Fiscal Affairs

Dr. Cubie Bragg, Faculty Advisor

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