



# Conference Funding Request

<b>Submission Date:</b>	_____	<b># of Days:</b>	_____
<b>Organization (if applicable):</b>	_____	<b># of Nights:</b>	_____
<b>Contact Name:</b>	_____	<b>Names of Students Attending:</b>	
<b>Email:</b>	_____		_____
<b>Phone Number:</b>	_____		_____
<b>Conference Name:</b>	_____		_____
<b>Destination:</b>	_____		_____
<b>Departure Date/Time:</b>	_____		_____
<b>Return Date/Time:</b>	_____		_____
<b>Number of Attendees:</b>	_____		_____
<b>Additional Information:</b>	<p>You must include a typed statement about why you are attending this conference. Only the first author on an oral presentation or poster will be funded by TouroCOM Harlem</p> <p>You must include the following:  <b>Copy of Conference Invitation</b>  <b>Proof of First Authorship</b>  <b>(OR)</b>  <b>Proof of Officer with SO</b></p>	<b>Type of Conference (check all that apply)</b>	
		SGA Executive Board	
		Oral Presentation	
		Poster Presentation	
		SO Officer Required	
		SO Non-Required	
		No Presentation (non-SO)	
<b>Questions and Submission:</b>	<p><b>Harlem:</b> Ms. Carolyn Burrowes  <a href="mailto:carolyn.burrowes@touro.edu">carolyn.burrowes@touro.edu</a>  <b>Middletown:</b> Ms. Cindy Dickman  <a href="mailto:Cindy.dickman@touro.edu">Cindy.dickman@touro.edu</a>  <b>Montana:</b> Ms. Ashley Morris  <a href="mailto:amorris14@touro.edu">amorris14@touro.edu</a></p>	Other:	_____
			_____

**Instructions:**

Please read over the conference funding policy listed on the TouroCOM website and make sure that your conference will be covered under the general guidelines.

This form must be submitted at least **thirty (30) days** before the date of the conference (the earlier the better) so that there is enough time to get approved for funding.