



Student Government Association

2500 North River Road, Manchester, NH 03106-1045

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Conference Allocation Form

Today's Date: _____

Club Name: _____

Club Email: _____

Requestor Name: _____

Conference: _____

Conference Date(s): _____

Amount Requested: _____ Number of Attendees (including chaperone): _____

Presentation Requirements:

- Copy of club mission statement
- Conference description and purpose for attending
- Detailed conference itinerary
- Itemized conference expenses
- Prepare a multimedia presentation (Prezi, PPT) to support the request for funds
- Supporting handout materials
- Presenters should dress professionally

Advisor Approval: _____

Date: _____