

**California State University, Sacramento  
Student Academic Development (SAD) Program**

**Application  
2008/2009**

Please neatly PRINT all information on this application and return with the required personal statement and completed *Warning, Waiver, Assumption of Risk and Release of Liability* form by **5:00 p.m., Friday, October 17, 2008** for Summer 2008 and Fall 2008 activities, and **5:00 p.m., Friday, March 6, 2009** for Spring 2009 activities to:

Student Academic Development Program  
Academic Affairs  
Sacramento Hall 230  
(916) 278-6331

**NOTE: Incomplete or late applications will be returned.**

**Semester:**      Fall 2008 (activities between July 1, 2008-January 25, 2009)  
                   Spring 2009 (activities between January 26, 2008-June 30, 2009)

<b>Student ID #:</b>	<b>Phone:</b>	<b>Email:</b>
<b>Name:</b>		
<b>Street Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Major:</b>	<b>Class Level:</b>	

Please check the type of activity/project for which you are requesting funding:

- Professional conference or workshop in the major or related major**
  - Presenting a project or paper
  - NOT presenting a project or paper
- Special curricular related project or materials for presentation**
- Academic competition or artistic performance**
- Summer Institute (completed by June 30, 2009)**

<b>Activity/Project Title:</b>	
<b>Location:</b>	<b>Date(s):</b>

Please check one:    **Individual activity/project**      **Group project**

**GROUP PROJECTS:** Attach a separate sheet listing the name, social security number, local address, e-mail address, phone number, major, and class level **FOR EACH STUDENT**. Each student **MUST** also sign the list **IN PEN**. Only one abstract AND one budget is required for a group project. **NOTE: Groups of students attending a conference must submit individual applications.**

**Personal Statement:**

Attach a typed, **personally** written statement of at least 100 and not exceeding 250 words describing the activity/project. The personal statement should include the purpose and duration of the activity/project and its potential benefits to you. Include any related course work. Copied personal statements will **NOT** be accepted. Do NOT plagiarize.

(continued)

**BUDGET:**

**DO NOT SUBMIT RECEIPTS OR QUOTES** with your application. Detail **TOTAL** expenses directly related to your project, but **DO NOT** include the cost of food, textbooks, manuals, membership fees, general office supplies, clothing, gifts, or duplication for a thesis. If supplies will be purchased, list the name and cost of **EACH** item (attach a separate sheet if needed). If you are using a travel agency or booking your reservation online, lodging and transportation expenses must be listed separately. **Expenses not listed in the budget will not be reimbursed.** Indicate other applications you have submitted for funding and other sources from which you have received funding for this activity. **Funds will not be distributed until the project is completed.** The maximum award is **\$300.00** per student in an academic year.

Each section **MUST** be completed. If an item is not applicable, insert "0."

Expense	Cost	Description
Travel/Transportation (In-State ONLY)	\$	
Registration Fee		
Lodging		
Materials (specify)		
Other (specify)		
<b>TOTAL PROJECTED COST</b>	<b>\$</b>	
OTHER FUNDING SOURCES		
<b>TOTAL FUNDING REQUESTED</b>	<b>\$</b>	

**Please note: University sponsors cannot be reimbursed for expenses they prepay for their students in anticipation of funding. Receipts must be in the name of the student being reimbursed.**

**AWARD PROCESS:**

All applicants will be sent a letter indicating whether or not they have been awarded a grant. Awardees will receive their funds on a reimbursement basis and **MUST SUBMIT ORIGINAL RECEIPTS** in order to be reimbursed. All paperwork and **ORIGINAL RECEIPTS** must be submitted to Sacramento Hall 230 by **FRIDAY, DECEMBER 19, 2008**, for Summer 2008 and Fall 2008 activities, and by **FRIDAY, MAY 22, 2009** for Spring 2009 activities. Exceptions to the deadlines may be granted. **IF ALL PAPERWORK, INCLUDING THE SAD FINAL REPORT AND ORIGINAL RECEIPTS, ARE NOT SUBMITTED BY THE DEADLINE, YOUR AWARD WILL BE CANCELLED.**

Applicant Signature:		Date:
University Sponsor Signature:		Date:
University Sponsor (Type name):		Office Phone: 8-
Department:	Dept. MailCode:	Dept. Phone: 8-