



SIGMA CHI CANADIAN FOUNDATION

CONFERENCE FORM

CONFIRMATION OF EXPENSES IN SUPPORT OF GRANT MONIES RECEIVED OR APPLICATION FOR FUNDING SUPPORT AFTER EVENT OCCURS

Return Form and copies of all receipts by mail to David Lucescu at 404 - 135 George St. South;
Toronto, ON; M5A 4E8 or scan everything and send to david.lucescu@sigmachi.com

please type or print neatly

Chapter Name: _____ **University:** _____

Address: _____
(street) (other mailing info)

_____ (date) _____ (city) _____ (province) _____ (postal code)

_____ (phone contact number) _____ (e-mail contact address)

CONFERENCE NAME: _____

Date for Conference: _____

Number Attending: _____ please list names of all individuals in spaces below

please note: it is the chapter's responsibility to have HeadQuarters send an e-mail to the Treasurer confirming the number of attendees

AFTER the conference ends (if this is an BLTW Application).

EXPENSES:	Cost of conference:	_____ X _____	=	
		<small>(# attending)</small>		<small>(individual fee)</small>
	Travel costs:	airline tickets	+	_____
		other public transportation	+	_____
		vehicle rentals	+	_____
		gasoline, food & accommodations **	+	_____
		other miscellaneous costs	+	_____
		TOTAL CONFERENCE EXPENSES:	=	_____

** please note that food/accommodation CAN NOT include expenses at the conference if meals & rooms are provided. Copies of receipts must be included.

GRANT: **this section completed whether confirming fund advance OR for request for funds after event**

Foundation Grant Program - base amount (for BLTW ONLY): _____ (1)

Chapter Education Fund Amounts: (info from Program Administrator) + _____ (2)

Total Potential Grant: _____ (3)

ACTUAL GRANT: (enter the LESSER of Line 3 or TOTAL CONFERENCE EXPENSES) _____

Advance: Less Funds Already Advanced: (enter amount pre-funded by SCCF) - _____

DIFFERENCE: (if positive, SCCF will send a cheque to cover balance) _____

(If negative, Chapter must include cheque for return of excess funding advance.)

Signatures: We verify the expenses are accurate and that all individuals attended the conference.
For Chapter Advisor signature: if the Chapter is applying for additional funds from the Chapter's Education Fund (in addition to the basic Foundation program of \$1,500.00) your signature also approves this use of funds as does the House Corp President.

_____ (Consul) _____ (Quaestor)

_____ (House Corp President) Signs only if using Chapter Funds _____ (Chapter Advisor)