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## MEMORANDUM

To: UWRL Administrative Staff

From: Mac McKee 

Date: July 29, 2016

Subject: UWRL Policy for Support of Student Societies

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The UWRL has occasionally in the past provided limited financial contributions to student organizations to help defray the costs of travel to national meetings and so forth. Given the number of student engineering organizations seeking such assistance, and in recognition of the core research mission of the UWRL, the following policy will be used by the UWRL in consideration of requests for donations from student academic societies:

1. If sufficient funding is available, the UWRL will budget up to \$1,000 per academic year for donations to student engineering organizations at USU.
2. UWRL donations from this pool will be made on a first-come/first-served basis. Awards will be limited to no more than \$500 per organization per academic year.
3. UWRL donations will be available only for support of student travel to national or international meetings of the academic society, and only for students who will be presenting a paper or papers related to the results of research activities.
4. Preference will be given for support of presentations related to water-related topics.
5. Forms to request funding can be found on the UWRL web page:

<http://uwrl.ou.usu.edu/about/uwrlsupport.pdf>

## Request for Donation

Name of Organization: \_\_\_\_\_

Person requesting donation: \_\_\_\_\_

Contact information: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Reason/Justification for Request: \_\_\_\_\_

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Name of Conference/Meeting: \_\_\_\_\_

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Location and Date of Conference/Meeting: \_\_\_\_\_

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Title of Abstract: \_\_\_\_\_

Abstract: \_\_\_\_\_

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Author/Traveler: \_\_\_\_\_

Travel Budget Breakdown: \_\_\_\_\_

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Please remit this form to Tracy Brown, UWRL Business Office: [tracy.brown@usu.edu](mailto:tracy.brown@usu.edu)