

STUDENT FUNDING: RECOMMENDATIONS FOR CHAPTERS

CNPS 2018 Conservation Conference
February 1-3, 2018, LAX Marriott, Los Angeles, CA
conference.cnps.org



OVERVIEW

All CNPS chapters are encouraged to fund registration and/or travel expenses for students in their chapter area who would like attend the CNPS 2018 Conservation Conference. Students are an important part of the conference, and this big event is a wonderful educational and networking opportunity for students, so we want as many students to attend as possible – and every student attendee funded by a chapter helps CNPS achieve that goal. Thank you for supporting students!

Chapters are encouraged to handle this process largely autonomously. This will allow chapters to connect directly with local students and bring them into the chapter, benefitting both the student and chapter.

This document offers recommendations to chapters regarding how to fund students from your area. You are welcome to customize this process, including requiring funded students to be a member of your chapter, participate in a volunteer activity with your chapter later in the year, etc. The conference is a great way to connect with students and we encourage chapters to make the most of this opportunity.

If your chapter does not have the capacity to take on this process, you are still encouraged to fundraise locally and send funds to the state office to be added to our statewide student funding pool, which will be available to support students from all chapter areas (these funds will not be limited to students in the donating chapter's area or tracked individually).

If you have any questions relating to student funding, contact Becky Reilly at breilly@cnps.org.

RECOMMENDED PROCEDURES

1. Create/Customize Student Funding Application

Create a student funding application, or customize the statewide application, for your chapter to use. Guidelines should be included on the application, covering who is eligible and what the requirements are for those receiving funding, what funding is available, and the application process and deadlines.

Statewide/suggested deadlines are as follows (chapters can customize, just be sure to keep the conference registration deadlines, which are firm, in mind):

- October 20: priority student funding application deadline
- October 27: deadline for notifying priority applicants (so any who are unable to be funded can register by 10/31)
- *October 31: last day for early registration rates*
- December 31: final student funding application deadline
- January 11: deadline for notifying applicants (so any who are unable to be funded can register by 1/14)
- *January 14: last day to register for the conference*

If your chapter is electing to cover travel expenses as well as registration, be sure to include a space to outline proposed expenses with dollar amounts on the application. It is recommended to obtain travel expense receipts from funded students after the conference to confirm that the funds were spent as outlined (or close to it) – make a note about this in the guidelines so students know to save receipts.

Funding priority should go first to student presenters, and second to student CNPS members, so plan to collect membership status and whether or not they are presenting at the conference on the application.

See the statewide student funding application for other recommended questions and information to collect.

2. Fundraise

Collect donations to fund students from your local area from chapter members and deposit them into your chapter's bank account. Track all donations received in a spreadsheet so you have a running total of funds available.

3. Conduct Student Outreach

Reach out to students, professors, universities, etc. in your local area to let them know your chapter has funding available to support student conference attendees (along with all the other opportunities for student conference attendees!), and encourage them to apply. Track all applications you receive, and notify students of their awards by the schedule you outline on the application. Award priority should go first to student presenters, followed by student CNPS members, then other students in your area.

4. Register Funded Students

When you know which students your chapter will fund, register them directly on the conference registration website (the registration system will allow you to register for another person so that you can register a student yourself while keeping the registration under their name). Track who has and has not been awarded funding and registered, and subtract funds you've spent from your running total of available funds as they are used.

HIGHLY RECOMMENDED: All students who volunteer 8 or more hours before or during the conference will be eligible for a \$75 registration fee rebate by request after the conference. Therefore, we recommend making registration funding available to cover a maximum of all but \$75 of the full conference registration fee to encourage students to volunteer (this additionally helps with "buy in" – if attendees have to pay something, they're more likely not to cancel last minute and cause funds to go unused, etc.). Funded students would pay the chapter \$75 for their conference registration, knowing that if they volunteer that amount is eligible to be returned to them as a rebate after the conference from the state office. This would also mean your chapter has to fundraise \$75 less for each student you'd like to fund (i.e. for each \$200 student registration, your chapter would need to raise \$125 and the remaining \$75 will come from the student).

5. Provide Travel Funding

If your chapter is allowing applications for travel funding, confirm that the proposed expenses the student is requesting funding for seem accurate. You can encourage students from your chapter to share hotel rooms to keep expenses lower. If approved, send the student a check for the approved travel funds. Make sure they are aware that receipts will be requested after the conference by your chapter to confirm that travel funding has been spent as approved.

6. Update State Office

After the conference, send Becky (breilly@cnps.org) a list of students that were funded by your chapter so we can have a grand total of funded students statewide.

7. Thank Donors

At or after the conference, have funded students from your chapter write or sign a thank you note to the donors whose funds supported them!

OTHER RESOURCES

Details about student conference opportunities are available on the conference website (conference.cnps.org), specifically <https://conference.cnps.org/get-involved/students>, including information about student events, a print/e-mail ready flyer, and a PDF of the statewide student funding application.

If you would like a copy of the student funding application as a Word document to customize for chapter use, e-mail Becky at breilly@cnps.org.

Other resources to help chapters promote the conference (newsletter and social media content, flyers, ads, etc.) are available at <https://conference.cnps.org/media>.