

College of Education Inter-Club Council / EICC

EICC is a funding council that receives student fees from ASI to be used for students and/or student clubs. All recognized College of Education clubs report to the EICC and are allowed to propose for money to aid their organization. Follow these steps to be reimbursed for some or all of your costs to attend conferences, hold professional events, bring guest speakers, or for individual student travel:

1. Contact the EICC Vice Chair (eiccv@yaho.com) at least three weeks prior to the conference to let her know you are interested in attending a conference.
2. Complete and submit EICC proposal and forms given to you by the Vice Chair. Your proposal should include an abstract with a brief explanation of how this conference is relevant to your field of study, which College of Education program you are in or, if you are an undergraduate, proof of membership in a College of Education student organization, at least 3 quotes for airline expenses (if airfare is needed), at least three quotes for hotel accommodations (if staying overnight), and the cost of conference registration fees.
3. Once all forms are approved and submitted, attend the conference.
4. Upon return you must submit **all original receipts**, including conference registration receipts signed by an organizer, hotel receipts with hotel's logo, and airfare amount plus boarding passes.
5. You must also submit a 1 page essay about the conference you attended. The information in this essay must be presented to your academic unit or student organization within 15 days of your return. You may be requested to present at the next EICC meeting. Please be prepared to answer questions concerning topics discussed at the conference and how they will affect your future learning and career goals. Your report must be a minimum of 350 words summarizing what you learned. This must be turned into the EICC by the day of your presentation. **YOU WILL NOT BE REIMBURSED WITHOUT A SUMMARY.**
6. After the EICC receives all your forms, receipts, and information upon your return from the conference, you will be partially or fully reimbursed from the money allocated to the Education Inter-Club Council (EICC) through the Associated Students Inc.

Stipulations to Funding

To cover registration, hotel, and travel costs there is a \$500 maximum. Over \$500, you will be required to pay *at least 25%* of the total costs.

A speaker cannot be a CSUF faculty or staff member.

Preparation Check List

- Proposal
 - Abstract
 - Proof of Conference Acceptance
 - 3 Airline Quotes
 - 3 Hotel Quotes
 - Conference Registration Costs
- Authorization to use Private/Rented Vehicle Form
- Delegate Contract
- Allocation Request Form
- Field Trip Form

After conference, event, guest speaker visit:

- All Original Receipts
- Boarding pass
- Proof of Attendance
- Written essay and presentation

College of Education Inter-Club Council Meeting Dates in EC 303 (unless otherwise noted):

Fall 2009

September 16 th	4:30pm
October 21 st	4:30pm
November 18 th	4:30pm
December 16 th	4:30pm

Spring 2010

February 17 th	4:30pm (CP-500)
March 17 th	4:30pm
April 21 st	4:30pm
May 5 th	4:30pm

Officers

Ruth Reinker
EICC Chair

Wendy Agredano
EICC Director of Events

Anne Shanahan
EICC Director of Administration

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