



College of Education InterClub Council (EICC) Funding Request Proposal for Individual Students

EICC is a funding council that receives student fees from ASI to be used for College of Education students and student organizations.

To be eligible for funding you must be student in the College of Education, or a member of a recognized College of Education Student Organization: 1) Student California Teachers Association, 2) Student Council for Exceptional Children, 3) Higher Education Leadership Organization, 4) Autism Speaks U, (5) Afro-Ethnic Student Association, or (6) National Association for Music Education

In order to request funding, please follow the instructions below. Failure to comply with these instructions could result in denial and/or loss of funding. If you have questions regarding the proposal, please contact EICC at csufeiccvicechair@gmail.com or the EICC Advisor (the Assistant Dean in the College of Education), CP 500, (657) 278-3411.

Stipulations to Funding

- Funding requests can be submitted in order to receive assistance with travel costs to professional workshops, conferences, trainings, etc. Funding assistance for travel can include costs for registration, lodging (private rental properties not included), airfare (coach class only), car rental, bus or train (coach class only), ground transportation and mileage (not gas purchases).
- EICC will not fund travel to events that are considered an academic requirement (required for a course, program or otherwise).
- Funding assistance is by reimbursement only; funding advances are not given.
- EICC funds cannot be used to purchase membership to an organization.
- If you are driving your own vehicle, EICC may reimburse for mileage at the state rate. Mileage reimbursement is calculated based on the roundtrip distance to and from campus to the event location only. Gas receipts are not required. The current state rate for mileage reimbursement is \$0.56 per mile. Mileage is not reimbursed for rental vehicles.
- EICC does not fund individuals to drive outside of the following areas: to the North, San Francisco Bay area; to the East, Phoenix/Tucson; and to the South, San Diego.
- Students may receive funding assistance from EICC of **no more than \$500** per fiscal year.
- Funding requests must be submitted prior to the professional development event for which you plan to attend and **at least two (2) weeks** prior to a scheduled EICC meeting.
- All **original** receipts must be submitted after travel in order to receive reimbursement. **You will not be reimbursed without original receipts.**
- International travel will **not** be funded.
- Retroactive funding will be considered on a case-by-case basis.

EICC Funding Request Proposal Instructions

Phase One: Submitting a Proposal Packet

1. Proposals must include the following forms (all forms can also be accessed on the Education Interclub Council [website](#)):
 - [Execute Senate Travel Request](#);
 - [ASI Delegate Contract](#);
 - EICC funding request proposal;
 - Copy of registration costs for the event for which you plan to attend (include a copy of the receipt of payment if you have already registered for the event);
 - Copy of event agenda and/or program (may include link to event website if available);
 - Submit **THREE** (3) separate quotes for the following expenses (depending on funding request): airfare, lodging, bus, train, and/or car rental;
 - If you are presenting, provide documentation confirming your invitation to present;
 - If** driving your own vehicle or renting a car:
 - Complete the [Authorization To Use Privately–Owned or Rented Vehicle](#);
 - Provide a photo copy of valid driver’s license and proof of current auto insurance;
 - Complete the online Defensive Drivers Training course. Visit the EICC [website](#) for instructions on how to access the online course. Print and sign the completion page shown at the end of the training and include a copy with the proposal.
 - Any other information you deem important to support your proposal.
2. Turn in completed proposal to the EICC Vice Chair at csufeiccvicchair@gmail.com. If you cannot submit an electronic copy of all paperwork please turn in a hard copy to EICC Advisor (the Assistant Dean in the College of Education), CP 500, (657) 278-3411.
3. Funding proposals must be submitted at least **two (2) weeks** prior to a scheduled EICC meeting. Meeting dates, times and locations can be found on the EICC [website](#).
4. Incomplete and/or late proposals will not be reviewed.

Phase Two: Proposal Review

5. EICC will confirm receipt of proposal and add the proposal to the agenda for the meeting following the receipt of your paperwork.
6. The student submitting the proposal is required to attend the meeting and present their proposal unless excused by EICC.
7. EICC will vote on funding request and outcome will be shared with student at that time.
8. Attend event and save **all original receipts**, including boarding passes (if funding includes reimbursement for airfare-print 2 boarding passes at check-in).

Phase Three: Travel Reimbursement

9. Post travel, but **no more than fifteen (15) calendar days** after your return:
 - Email the EICC Vice Chair at csufeiccvicchair@gmail.com, and set up an appointment to turn in documentation and sign final paperwork for reimbursement;
 - Collect the following documentation and bring to the appointment:
 - **All original receipts**, including **ALL** boarding passes, hotel folio/receipt and proof of attendance at event (reimbursement will not be made without original receipts);
 - Type a 350-word essay describing what you learned at the event;
 - Give a 5-minute presentation about what you learned at the event. The presentation can be given during a class, at an EICC meeting or during a meeting with a student organization for which you are a part. If you are presenting outside of an EICC meeting, email the EICC Vice Chair at csufeiccvicchair@gmail.com, once the presentation has been given.
10. Reimbursement will be mailed to you within two (2) weeks after step 9 is complete.