

**NYSFAAA Professional Development Committee
Request for Conference Fee Waiver**

Scope: The intention of this award is to assist current NYSFAAA members who are not able to attend the annual NYSFAAA Conference due to financial constraints of their institution. Assistance will be for the cost of the **Conference Registration Fee. One award may be offered per Region per year.**

Criteria: This award is to be used for a NYSFAAA member who is prohibited from attending the conference because the institution will not finance the activity. This may be a member who:

1. Has been very active in Regional and/or state functions, or
2. Is new to the profession but shows a desire for involvement in the organization.

Procedure: Selection of this grant will be done on a Regional basis. Once the Regional Executive Committee has selected the candidate, the Regional Council Representative will present the name of the candidate to the Executive Council. The recipient's name will then be forwarded to the 2nd Vice President so that appropriate action can be taken by the Treasurer and the Conference Registration Committee. Names should be submitted to Executive Council no later than the Executive Council meeting prior to the conference for which the grant is to be awarded.

Please submit your application to your Region Chair, by the regional deadline:

NAME: _____

INSTITUTION: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

Conference Year: _____ REGION: _____

I am requesting the NYSFAAA Professional Development Conference Assistance Grant due to lack of funding from my institution.

SIGNATURE: _____

For Use by Regional Executive Committee: _____ Approved _____ Denied