



**Diversity Services Office**  
**Conference, Officer and Directed-Study Competition Funding Guidelines**

(attach additional sheets if necessary)

**ELIGIBILITY**

All individuals interested in the MSU College of Law (MSU Law) Diversity Services Office (DSO) conference, officer or directed-study competition funding must be either:

1. A registered MSU Law student organization through the MSU Law Office of Student Affairs or
2. A MSU Law student currently enrolled in MSU Law classes and in “Good Academic Standing” per MSU Law rules and polices.

**REQUIREMENTS**

**Diversity Theme:** The theme must clearly promote diversifying the legal profession.

**Budget:** DSO funding may only be used for registration, meals, transportation and hotel for the conference or meeting stated in the application. Funds are non-transferable. **(See Attached Sheet for Budget Form)**

**CONDITIONS**

1. Each sponsored applicant must attend or compete in the conference or competition in which funding is sought in this application.
2. Conference funds are not to be used for any purely social endeavors the applicant chooses to participate in outside of the conference. For example, conference funding cannot be used for transportation to and from social venues in which are not denoted as an outing connected with the conference or competition.
3. For directed-study competitions, only one team per category of the competition is eligible for funding. Additionally, all conditions of the Faculty Academic Policy must be met by each team participant. **(See Attached Faculty Academic Policy Expert)**
4. A full report by each sponsored student must be submitted to Mary A Ferguson via e-mail to [diversity@law.msu.edu](mailto:diversity@law.msu.edu) within two (2) weeks of attending the conference.
5. The report must provide in detail a description and listing of:
  - a. all of the conference events and activities attended or results of the competition;
  - b. information gained;
  - c. any information or programs that may be of interest to any MSU Law department (e.g. Diversity Services, Admissions, Career Services, Student Affairs); and
  - d. any other information requested within these conditions.

This report will be shared with the administration at MSU Law.

6. Conference expenditure receipts and a full budget must be submitted to Mary A Ferguson within two (2) weeks of attending the conference. Any unused MSU Law DSO funds must be promptly returned.
7. All conditions must be met by all of the sponsored students. If the conditions are not met, the sponsored students will be liable for reimbursing MSU Law for funds received to attend the applied for conference, meeting or competition.

## **FUNDING AWARD**

### **A. APPLICATION**

1. In order to effectively budget and plan for conferences or competitions, students should request and submit funding applications to the Diversity Services Office in enough time to defer costs associated with attending. All requests should be sent to [diversity@law.msu.edu](mailto:diversity@law.msu.edu).
2. A student organization, individual or team may only apply for conference funding once per academic year.
3. Due to limited funds, a student organization, individual or team who received funding during the prior academic year will have these facts weighed heavily during their application review.
4. The submission of an application does not guarantee that funding will be granted.
5. Decisions are typically issued within seven (7) to ten (10) business days after each deadline date. Please contact Mary A Ferguson at [diversity@law.msu.edu](mailto:diversity@law.msu.edu) with any questions or concerns.

### **B. AMOUNT**

1. The purpose of this award is to provide each applicant with some assistance in attending a conference, meeting or competition. Thus, 100% funding for travel is not likely to be granted.
2. Due to the changes in the budgetary allotment of conferencing funding by MSU Law each academic year, an exact percentage per application will not be determined until time of the application submission.

### **C. APPROVED USE OF FUNDS**

1. Funds may be used for registration costs.
2. For all additional approved uses and policies, see attached MSU Law document entitled “Student Travel, Lodging and Per Diem Reimbursement Policy.”

### **D. FUNDING REIMBURSEMENTS**

1. Reimbursement of expenses will be strictly followed according to the MSU Law document entitled “Student Travel, Lodging and Per Diem Reimbursement Policy.” (See attached)

### **E. MISAPPROPRIATION OF FUNDS**

1. If funds are misappropriated, the funding applicant will be required to return the misappropriated funds to the Diversity Services Office account and be ineligible for funding for two academic years after the finding of fault for misappropriated funds.
2. For student organizations, failure to return the misappropriated funds will jeopardize the registration status of the organization. If the student organization’s MSU Law account does not have sufficient funds, it will become the individual applicant’s personal responsibility to reimburse the MSU Law Diversity Services Office.
3. Individuals who apply for funding independent from being a member of a MSU Law student organization will be personally responsible for returning the misappropriated funds. If funds failed to be returned, a “hold” will be placed on the student’s MSU Law “Stuinfo” account.
4. Student applicants who fail to comply are reminded of their obligations under the Code of Student Discipline. Any failure to comply will be reported as a violation of the Code of Student Discipline and reported to the State Board of Law Examiners.

**Office Use Only!**

Date Received: \_\_\_\_\_  
Submitted By: \_\_\_\_\_  
Received By: \_\_\_\_\_



**Diversity Services Office**  
**Conference, Officer and Directed-Study Competition Funding Application**

*\* Budget sheet must be attached to the application. A separate application must be completed for each conference/meeting/directed-study competition attendee.*

**Student Organization Name** \_\_\_\_\_

**Student Name** \_\_\_\_\_

**Email** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Reason for Travel (Select all that apply)**

National Officer

Regional Officer

National Conference

Regional Conference

Directed-Study Competition

**Title** \_\_\_\_\_

**Date(s)** \_\_\_\_\_

**Sponsoring Organization** \_\_\_\_\_

**Location** \_\_\_\_\_

**For officer positions, is attendance required to maintain the position?**

**Circle One: YES OR NO**

Please provide a one sentence statement of how the MSU Law will be benefited by the participants attendance at the conference, meeting or competition.

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- Include a copy of the conference brochure (One copy for multiple applicants will be sufficient for all applications submitted for the same conference.)

**DIVERSITY SERVICES FUNDING HISTORY**

Have you received Diversity Services funding during the previous or current academic year?  
Circle one: YES NO

If yes, please answer the following:

Conference Title(s)

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Date(s) \_\_\_\_\_

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Amount Awarded \_\_\_\_\_

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**ACKNOWLEDGMENTS AND CONFIRMATIONS**

**Electronic submission will represent applicant signature and date.**

I (**Insert Name**) certify that all statements and documents are authentic and accurate to the best of my knowledge.

Further, I understand that falsifying any said statements or documents can result in the revocation and repayment by the individual of all funds and ineligibility of future funds from the Diversity Services Office at Michigan State University College of Law.

I also acknowledge my responsibilities and the reporting requirements for this conference, meeting or competition funding request.

I acknowledge that I am aware that copies of my application, decision letter, and any submitted reports will be forwarded to and also filed in the Office of Student Affairs.