



EMORY

CANDLER  
SCHOOL OF  
THEOLOGY

## Leadership Development Fund Awards for 2017-2018

### **Purpose of Leadership Development Funds:**

Candler School of Theology encourages student participation in professional conferences and meetings, as well as other learning experiences offered by other organizations. The Leadership Development Fund offers financial support for these events during Fall and Spring semesters. **These Leadership Development funds are not available for any course for transfer or Candler credit, or for any Candler or Emory --sponsored international on or off-campus study opportunities.**

### **Eligibility:**

An enrolled student may receive funding through this program for **no more than one event per semester and a total of three events during her or his enrollment at Candler.** Generally, no more than five students will be sponsored for any one event. The Registrar must verify that a student is in good academic standing (not on academic probation) at the time of application.

### **Award Amounts:**

Awards may be offered for reimbursement of up to 75% of the total cost of the event, including registration, travel, lodging and meals, with a **maximum of \$300 per award.** Extenuating circumstances and unusual financial need will be considered individually. These decisions will be made by the Assistant Dean of Student Life and Spiritual Formation in consultation with other administrators and faculty.

### **Application Process (two weeks *before* the event):**

For consideration, students must complete the attached **Leadership Development Fund Application Form.** The form requires:

- completed Student – Compass Financials Access Request Form –AS SOON AS POSSIBLE!
- demonstration of the student's commitment to the event;
- development of an integrated vision of how this educational event will enhance academic progress and potential for leadership in ministry;
- a copy of promotional material for the event, including information on content and cost;
- completed Projected Budget worksheet; and

**The application and supporting materials should be delivered to the Office of Student Programming at least two weeks prior to the registration or payment deadlines for the event.** Students will be notified regarding the status of their applications by letter to their CST mail file.

### **Reimbursement Process (one week *after* the event):**

Funds are payable following the event as a travel reimbursement. Reimbursement comes from Emory University, and the process can be slow. Following the event, you must submit the following documents for reimbursement:

- typed conference or event summary (1-2 pages);
- copy of conference program;
- all original receipts related to conference expenses, such as: food, travel, lodging, registration fee, etc.;
- completed Travel Expense Report form

### **Guidelines for Submitting Receipts:**

- **Airfare – You MUST use Emory’s approved travel agencies: (Travelocity, Maupin, BCD) Call 404-727-3000. Tickets that are not booked through one of these three vendors will not be eligible for reimbursement.**
- Tape each receipt individually to a blank piece of paper. On each piece of paper with the attached receipt, clearly write your name, the date of the expense, the amount of the expense, and the method of payment.
- Credit or debit card payments must show the name on the card and the last 4 digits of the card number; a credit card or bank statement showing the payment was accepted
- Emory University does not reimburse for gas, but will reimburse for mileage. To be reimbursed for mileage, print a copy of directions with starting and ending addresses using Google Maps or Map Quest. Mileage which exceeds the cost of a plane ticket will only be reimbursed up to the amount of the plane ticket.
- Alcohol will not be reimbursed.

Checks will be mailed through Emory University approximately two weeks following completion of all necessary paperwork.

Questions about the Leadership Development Fund may be directed to the Reverend Ellen Echols Purdum, Assistant Dean of Student Life and Spiritual Formation.

**Please attach promotional materials for the event, which describe its content, as well as registration costs, payment due dates, and anticipated travel expenses.**

Note: Reimbursements will be processed only after all required receipts and a conference summary and program are turned in to the Office of Student Programming.

**LEADERSHIP DEVELOPMENT FUND AWARD  
APPLICATION**

**(Print or type)**

Name: \_\_\_\_\_ Degree Program: \_\_\_\_\_ Year: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Name of Educational Event/Conference: \_\_\_\_\_

Sponsoring Organization: \_\_\_\_\_

Dates: \_\_\_\_\_

***Please write a typed paragraph to answer each of the following questions:***

1. How will participation in this event enhance your educational experience at Candler, your development as a leader, and your ministry?
2. In what ways will you contribute to the life of the Candler community as a result of participation in this event?
3. In what way will this experience fulfill the mission of Candler School of Theology?
4. What arrangements have been made for payment of other conference-related expenses?

**Endorsement of Faculty Advisor:** I support the sponsorship of \_\_\_\_\_

in attending: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Certification of Academic Standing:** \_\_\_\_\_

is in good academic standing at Candler School of Theology.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Registrar)

## Projected Budget

Estimated Airfare: \_\_\_\_\_

Number of Days Attending: \_\_\_\_\_

Estimated Hotel/Lodging Expenses: \_\_\_\_\_

Estimated Food Expenses Per Day: \_\_\_\_\_

Total Hotel/Lodging/Food Expenses: \_\_\_\_\_

Registration Fee: \_\_\_\_\_

Other Estimated Expenses: \_\_\_\_\_

Contribution(s) from other source(s): \_\_\_\_\_

Name of contributor (s): \_\_\_\_\_

Total Estimated Expenses: \$ \_\_\_\_\_