

Please submit form to  
lawstudentservices@berkeley.edu

## Student Legal Conference Fund Application

Name \_\_\_\_\_ Cal ID#: \_\_\_\_\_

PRINT Last First Middle

Circle JD year or program: 1 2 3 LLM JSD JSP Email Address: \_\_\_\_\_

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

You must also attach documentation (agenda, brochure, flyer) to this application that describes the event or conference.

Name of Event:	
Location of Event:	
Name of Organization Hosting Event (if applicable):	
Date of Event:	
Total Budget for Event:	
Amount Requested (\$200 maximum):	

Please specify how this event is legal in nature?

Please list the legal sessions offered at this conference that you plan to attend:

<b>APPROVAL</b> ( <i>Office of Student Services Use Only</i> )		
Granted or Denied: _____	Date: _____	Amount _____
Granted: _____		
Signature: _____		

The Student Legal Conference Fund exists to support students who are interested in attending legal educational conferences and symposiums in order to advance their professional and academic development. In order to receive funding, please review the steps below:

Before the event:

1. Complete the Student Legal Conference Fund Application Form. Submit to [lawstudentservices@berkeley.edu](mailto:lawstudentservices@berkeley.edu) o Attach information about the event (i.e. a brochure or flyer) and a summary of your budget and the total cost of attending the event
2. The Dean of Student will review your application before the event. Student Services will notify you if your request has been approved or denied.

Following the Event:

3. Complete the SABL/Student Services/Alumni Fund Reimbursement Request Form. Submit to Student Services **within seven days of attending conference.** You must include the following with your reimbursement request form:  Attach itemized receipts that verify payment. The receipt must list the individual cost and items purchased.  Attach proof of attendance at the conference. This can include any items that show you attended (name tags, programs, selfies with the speaker, etc.)  
 Student Services will attach pre-approved Student Services Legal Conference Fund Application

### **Notes and Restrictions:**

Every J.D. and LL.M. student is eligible to receive up to \$200 in funding. Funding for legal events will only be approved if the event is open to everyone. You can only apply for funding once per academic year. If the amount you request is under the \$200 maximum, you cannot re-apply for funding for a second conference to receive the difference. For example, if you apply for Student Services funding and only spend \$50 at the conference, you will not be able to apply a second time to receive the remaining \$150 that you did not spend.

Funding is non-transferrable. Each student can apply and be awarded up to \$200 per year. Funding cannot be combined for group travel expenses.

**Please note that we will only reimburse you for your own expenses. Please do not pay for other students as you will not be reimbursed for their costs.**

We cannot provide funding for career fairs. We cannot provide funding for alcohol.

Reimbursements are disbursed through Business Financial Services at UC Berkeley. The easiest way to collect your reimbursement is through CalCentral Electronic Funds Transfer (EFT). If you don't have an EFT account set-up, we recommend you do so before submitting your reimbursement request materials as paper checks get lost in the mail. For information on setting up an EFT account visit the Student Billing Services page: <http://studentbilling.berkeley.edu/ef.htm>