Dear Student,

On behalf of the SGA Academic Scholarship Committee we are so thrilled to be able to grant you the opportunity to represent Catawba College at your chosen conference!

Before your departure, there are numerous aspects of your trip that need to be sorted out. These will be explained to you below:

Firstly, we need you to complete the Check Request Form (that you will collect from me) and Liability Forms that are downloadable. The Check Request Form must be handed to Brenda Jones in the Business Office (Admin Building). The Liability Form must be sent to me, Leah Constan-Tatos (Box 242). The Liability Form has been attached for you to complete at least one week prior to your departure. If Dr. Clapp's signature does not appear on the Check Request Form please ensure that you obtain *account administration approval* from him (his office is located under the Chapel).

Secondly, we would like you to review your approved application and to what areas of your trip those funds have been allocated

During your conference, you will need to collect all your receipts in the attached folder and simultaneously complete the Receipt Count Form as you collect your receipts. Please make sure you do not lose any receipts. If you do lose any of them and or do not spend the total amount approved that is stipulated on the application, you will have to reimburse the SGA Academic Scholarship Funding for the difference.

And lastly, upon your return, complete the Conference Review form. This, along with your package containing receipts, must be handed in to me, Leah Constan-Tatos (Box 242, or the SGA Box outside the SGA Room, Student Affairs) within 24 hours of your arrival back on campus.

Thank-you once again, and we wish you the best of luck on your journey.

We sincerely hope that it is a fulfilling experience!

Yours faithfully,

Leah Constan-Tatos
SGA Academic Scholarship Committee Chair