



Division of Student Affairs  
Office of Student Life and Services

### **Club and Organization Proposal for Club Travel**

Clubs and organizations must include the following information in the development of club travel proposal. Proposals must be submitted to Student Activities Advisor sixty (60) days or more prior to proposed travel date. Proposals must include travel supporting documentation (conference/event documentation and other travel logistics). A travel proposal is required for local and out-of-state travel.

**TITLE:**

**OBJECTIVE:**

Specify the purpose of travel.

**SCOPE OF EVENTS:**

List specific details of travel events and activities, include request for funding if necessary.

**CLUB/ORGANIZATIONS RESPONSIBILITIES:**

Explain club/organization role(s) during travel.

**BENEFITS AND CONTRIBUTION TO UNIVERSITY:**

Explain how travel will benefit the club and organization, as well as the University Community. Also explain how the club/organization will showcase learned knowledge from travel experience to University Community upon travel return (ex. workshop, seminar, guest speaker, poster session).

**CLOSING:**

Closing statement should summarize travel proposal and what club/organization hopes to accomplish utilizing travel experience. Proposals need to include signatures of Club Advisor, Club President and Club Treasurer. Signatures of Academic Dean and Department Chair are required for academic-related travel prior to submission to Student Life and Services.

Clubs and organizations will receive “receipt of submission” via email from the Student Activities Advisor on the date of proposal submission. Final approval for club/organization must be granted by the Office of the Associate Vice President for Student Affairs. Written communication regarding approval status will be sent to clubs and organizations within ten (10) business days after submission. Upon proposal approval, clubs and organizations must adhere to the Club and Organizations Travel Guidelines.