

AECGO Qualification & Requirements for Travel Funding

1. Active dues-paying members can apply for funding through AECGO (Active means you must attend 75% of official meetings and events held throughout the academic year).
2. AECGO members must be actively participating in kitchen clean-up shifts each semester to be eligible for funding.
 - a. This only applies to any member whose office is located in or actively uses the fridge or microwaves located in the Agricultural Education and Communication Building.
3. The member requesting the funding must be the first or second author or actively presenting research papers, posters, educational sessions, or professional development sessions to qualify for AECGO funding.
4. AECGO will not financially support members attending without presenting in some capacity, as explained above.
5. AECGO will only cover the costs of transportation, accommodations, and food. AECGO does not cover registration fees and alcohol.
6. AECGO will not support any member's funding requests that are in violation of anything within the Student Code of Conduct set by Texas Tech University.
7. AECGO will not support any member's funding requests that are in violation of the standing rules or constitution of AECGO.

Note: AECGO Officers will review all funding applications to ensure all members seeking travel support meet all requirements and qualifications as stated in the AECGO Constitution.

AECGO Travel Funding Application

Your (Traveler) Name: _____

Conference Name: _____

Dates of Travel: _____

Location of Conference: _____

Have you been accepted as a presenter? *(Proof of acceptance will also be required.)*

☐ Yes

☐ No

Have you approached your advisor for travel funds? *(Please do this first, as AECGO will likely not be able to cover the entire trip. AECGO cannot cover registration. Our goal is to get as many students as possible to professional development events; therefore, students should use grant or other advisor funds when able to allow members without advisor funding the opportunity to attend.)*

☐ Yes

☐ No

How much funding are you seeking after discussing with your advisor?

Important Reminders:

- The AECGO application should be started as soon as possible to allow students to seek the uncovered portion of funds from: 1) The department, then 2) The graduate school.
 - Grad school will fund \$450 for doctoral students (dept must match \$225)
 - Grad school will fund \$400 for masters (dept must match \$200)
 - <https://www.depts.ttu.edu/gradschool/financial/travel.php>
- Turn this form into the treasurer (Ginger Orton) 6 weeks before travel. Later submissions may be accepted but may impact ability to access other funding.
- A returning student group leader will be determined to organize travel upon receiving all applications at the traveler meeting.