

Student Policy CASWE Conference Fund

Policies and Guidelines

Each fiscal year, the School will set aside a limited amount of funds to support the current Social Work nominated student representatives (BSW and MSW) plus a PhD student to attend the Canadian Association of Social Work Education (CASWE) conference usually held in May. If the BSW and MSW student reps do not want to or are not able to attend, they can nominate a student from their program to take their place. One student only is eligible to attend and vote at the caucus. The students attending the conference will decide amongst themselves who the caucus delegate will be. A maximum of \$4,000 will be awarded (depending on available funds) for 4 students or the amount of each individual's receipts whichever is less. Students will be reimbursed for their conference expenses after the conference takes place and on presentation of original receipts to the finance clerk, Ivy Chan.

Eligibility Requirements:

- Students must be current representatives of the BSW, MSW or PhD programs or their nominated designate.
- Student representatives from BSW, Foundation MSW, Advanced MSW program reps and a PhD student are eligible to attend. In the situation where there is more than 1 representative eligible in a program category, the student reps of that program will decide who will attend.
- Students are eligible to receive one award only, during their degree program.
- Students should collaborate to write a report on the conference on their return for the next edition of the School newsletter, The Bridge.

Application Procedures:

- Students must complete an application form which is available on our School website: <http://socialwork.ubc.ca/resources/forms/>. Under the Resources & Forms tab, go to Forms and click on the link to Student Travel - CASWE Conference Fund Form.
- Retroactive applications will not be considered.
- Applications should be submitted to the School Program Advisor.

Application Deadlines:

Application must be made by February 28th each year.

Guidelines:

- Eligible expenses include travel (air, car, ferry), conference registration, accommodation, parking, per diem. Not eligible are photocopy/fax, courier, stationery, office supplies, phone/long distance and other related expenses.
- Travel arrangements must be booked in compliance with the UBC Travel Policies #83 and #84 www.universitycounsel.ubc.ca/policies
- The recommendation to fund will be made by the Programme Advisor and the Administrator and approved by the Director.
- No funds will be made available retroactively.
- Funding is only available once to each student.
- Conference funding is subject to the availability of funds.
- Once approved, students will be notified in writing and will receive the funding upon presentation of original receipts.

DRAFT for Advisory Committee – May 14, 2009

Original Policy passed March 24/05 Council meeting

Revision made Apr 14, 2008 re School name and addition of PhD student eligibility

Revision made May 14, 2009 at Advisory Committee meeting: wording of policies and guidelines and eligibility (BSW)