



SAVING FOR 2019 SACNAS

FUNDING RESOURCES AND TIPS

Introduction

As you prepare to travel to Honolulu for the 2019 SACNAS conference, we want to make sure you are set up for success – and that means starting your planning EARLY!

In this document you will find:

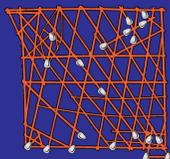
- Tips for Requesting Funding Support Page 2-3
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- Sample Savings "Tracker" Page 6
- Proposal Letter Template Page 7-8

Use these resources to help you create a budget, find funding support, and save on your own. There are many options to look for funding, and we encourage you to be creative, flexible, and resourceful. Don't be afraid to ask your professors, chapter advisors, or mentors for help!

Our biggest tip is to purchase EARLY, as prices for registration, airfare, and lodging will only increase as we get closer to the conference.

If you have any questions/suggestions/additional resources, please contact us at members@sacnas.org

Sincerely,
SACNAS Staff



Updated 8/29/19

Visit 2019SACNAS.ORG > ATTENDEES > RESOURCES for more tips!



CONVINCE YOUR INSTITUTION

TIPS FOR REQUESTING FUNDING SUPPORT

Instructions

Use this document to help guide you through the process of requesting financial assistance from your institution to attend 2019 SACNAS. NOTE: Though these guidelines are written to assist students in asking their institutions for support, you may also use these recommendations when preparing a fundraising or other crowdsourcing campaign.

HOW YOUR INSTITUTION CAN SUPPORT YOU

- Conference registration
- Travel costs (hotel, airfare, meals, etc.)
- Sponsorships/Partnerships with 2019 SACNAS
- Recruiting (exhibiting) at the 2019 Graduate School & Career Expo

BEFORE TALKING TO YOUR INSTITUTION

1. Do Your Research

- Find out if and how your institution has been involved with SACNAS and/or the SACNAS conference in the past.
- Consider different on-campus options such as college/department specific funds, ethnic resource centers, presentation funding, research program funding, etc.
- If you have a SACNAS chapter at your institution, connect with them to see what kind of support/fundraising they have done in the past or are planning for this year.
- Visit the 2019 SACNAS website to identify how the conference would be beneficial to you and why it is important for you to attend.

2. Create Your Support Materials

- Provide a short description of SACNAS and the National Diversity in STEM Conference.
- List any relevant prior experience you have had with SACNAS or other similar organizations/volunteering experience.
- Consider asking a professor, mentor, or SACNAS chapter advisor for a letter of support.

Visit 2019SACNAS.ORG > ATTENDEES > RESOURCES for more tips!



CONVINCE YOUR INSTITUTION

TIPS FOR REQUESTING FUNDING SUPPORT

BEFORE TALKING TO YOUR INSTITUTION (CONTINUED)

3. Prepare Your Ask

- Provide 2-4 examples of what you hope to gain from attending the conference and how each example is relevant to your specific educational path.
- Explain how your institution's support will help you achieve your personal, academic, and/or career goals.
- Propose opportunities where your institution can also get involved with 2019 SACNAS and get exposure to thousands of STEM students through partnerships, exhibiting, and/or scholarships.
- Use the 2019 SACNAS "3 steps to help you save" (on page 5) to calculate how much support you need and include a clear budget in your ask.

MEETING WITH YOUR INSTITUTION

- Draft your proposal which clearly identifies your ask, goals, reasoning, and budget.
- Practice a short presentation/pitch with a peer, friend, or mentor – be clear and confident!
- Be ready to negotiate and/or be flexible with your ask.



ESTIMATED COSTS 2019 SACNAS

RESOURCES TO HELP YOU SAVE!

All costs below are estimated and subject to change depending on differing dates, airlines, hotels, and other factors. **Book EARLY to get the best possible rates!**

LODGING

~\$458

Four nights, sharing with 1-2 other attendees

TIP: Use #2019SACNAS on social media to find roommates.

AIR TRAVEL

~\$346 // \$780

WEST COAST // EAST COAST

Round trip to Honolulu, HI

Estimates reflect an applied 5% discount through Hawaiian Airlines (available on 2019sacnas.org/travel-lodging) Total cost is subject to change depending on departure city, booking dates, and airline — Book as soon as you can to find the best rates!

REGISTRATION

\$425*

College student full conference regular registration (not including service fees) through 9/30/19.

*Visit 2019sacnas.org/registration for most current prices

TIP: Register as soon as you can to save the most.

GROUND TRANSPORTATION

~\$20

PER WAY

Public transportation or shared shuttles between airport and hotel

EXTRA MEALS

~\$90

Estimated cost for three dinners (\$25 each) and 1 breakfast (\$15)

Note: Conference **registration includes 5 meals** (Thursday breakfast & lunch, Friday breakfast & lunch, Saturday lunch).

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SAVING FOR 2019 SACNAS

3 STEPS TO HELP YOU SAVE!

1 Calculate your goal

Research what your estimated costs will be for the following:

- Conference registration _____
- Hotel for 4 nights _____
- Airfare _____
- Food budget _____

TIP: Visit sacnas.org/conference to find current registration rates.

>> MY TOTAL/SAVINGS GOAL IS \$_____

2 Calculate how much you can save each month

Divide your savings goal from step 1 by the number of months you have until you need to purchase registration (*Remember – the earlier the better!*)

MY SAVINGS GOAL

OF MONTHS

=

>> MY MONTHLY SAVINGS GOAL IS \$_____



3 Stick to the plan!

Do your best to set aside your goal from step 3, each month. Track your progress on a white board, notebook, or whatever will help you stay accountable! (Sample provided on next page.)

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FUNDING PROPOSAL 2019 SACNAS

TEMPLATE LETTER

Instructions

[Click here](#) to open a google doc version of this letter. Copy & paste the text into your own word or google doc. Modify as you see fit – remember, be persuasive! Make sure to review for spelling, grammar, and punctuation. Send to your institution representatives via the appropriate channels and/or bring a printed copy if you are making an in-person ask.

[INSERT DATE]

Dear [INSERT NAME],

I am writing to request [INSERT INSTITUTION]'s support of my participation in 2019 SACNAS – The National Diversity in STEM Conference.

SACNAS is a national organization dedicated to supporting diversity and inclusion in the STEM fields. I have been a SACNAS member for [INSERT #] years and my engagement with SACNAS has resulted in [INSERT BENEFITS i.e. professional development, community-building, leadership, STEM outreach, etc.]. These skills and opportunities have been invaluable on my educational path toward my [INSERT DEGREE & EXPECTED GRADUATION DATE] from [INSERT INSTITUTION].

ABOUT 2019 SACNAS

The SACNAS conference is the largest multicultural and multidisciplinary STEM diversity conference in the country, which welcomes thousands of STEM college students and professionals each year. The conference program includes multidisciplinary breakout sessions, motivational Keynote Speakers, a Graduate School and Career Expo, networking receptions, cultural events, and much more.

2019 SACNAS will take place at the Hawai'i Convention Center in Honolulu, HI, October 31 – November 2, 2019. Visit 2019sacnas.org for more information.

Continued on next page >>

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FUNDING PROPOSAL

2019 SACNAS

TEMPLATE LETTER (CONTINUED)

INVESTMENT

The following table demonstrates areas in which [INSERT INSTITUTION] can provide support to offset the costs for me to attend 2019 SACNAS.

<i>ITEM</i>	<i>COST</i>	<i>NOTES</i>
Registration	[INSERT]	Varies based on relevant discounts
Travel	[INSERT]	Round-trip airfare
Hotel	[INSERT]	Approximately \$250/night for 4 nights
Meals/incidentals	[INSERT]	\$90

PERSONAL INVOLVEMENT

Through the above mentioned funding support, I aim to [INSERT GOALS FOR CONFERENCE i.e. present research, visit Graduate School Expo, find a mentor, etc.] This will help me in my educational journey because [INSERT REASONS].

To conclude, I respectfully request [INSERT TOTAL AMOUNT] to support my participation in 2019 SACNAS – The National Diversity in STEM Conference.

Thank you for your consideration.

Sincerely,

[INSERT NAME & SIGNATURE]