This fund was created to further the following goals: (1) to increase MES students' access to professional development opportunities; (2) to increase the MES program's visibility and reputation in environmental studies and related fields; and (3) to benefit the MES program and The Evergreen State College as a whole by infusing our learning community with cutting-edge knowledge. When filling out the application we suggest that you address these main points in order to have a stronger application, and ultimately a better chance of funding.

**2019-2020 MESA Coordinators**

Kevin Lester (2nd year cohort) [leskev23@evergreen.edu](mailto:leskev23@evergreen.edu)

Andrea Martin (MES Assistant Director) [martina@evergreen.edu](mailto:martina@evergreen.edu)

MESA email [messtudentassociation@gmail.com](mailto:messtudentassociation@gmail.com)

**Deadline:**

We accept applications on a rolling basis. As long as we have funding, we will be accepting applications. Please allow 2 weeks for review and notification of the committee’s decision.

**Awards:**

The total amount of funding available for the 2019-2020 academic year is $3,000, divided as evenly as possible between Fall, Winter, and Spring quarters. Recipients will be notified of their award within two weeks after applying. Send your application to MESA at [messtudentassociation@gmail.com](mailto:messtudentassociation@gmail.com)

**Criteria:**

* You must volunteer your time at The Rachel Carson Forum in the Spring. If unavailable, then must volunteer at a scheduled MESA event. 2-hour minimum.
* You must be a registered student at the time of the event.
* Event must be within 2019-20 academic calendar.
* A Travel Authority form must be submitted in advance of any travel for a conference or research.
* Funds cannot be requested for past events or those occurring over the summer.
* Funding requests may be for conferences, workshops, or professional training (max $250)
* Funding requests may also be for future research needs (max $100). Research supplies that have been purchased prior to applying will not be considered.
* You must complete the “Sharing Requirement.”
* Keep itemized receipts to ensure reimbursement.

**Instructions for submitting your application:**

Please submit your application as a word .doc or .docx, saving your application as “MESAFund-Last4YourStudentID.doc” (e.g. MESAFund-5555.doc). Write your responses to each question on this form. There is no page limit. Submit your application to the MES Student Association (MESStudentAssociation@gmail.com) via email where your application will be reviewed anonymously. Please do not include your name in the application. Answers should be in the applicant’s own words and not quoted from an outside source.

\*\*\*Please note: If more than 2 students are interested in attending the same event there may be other funding options if PDF funding is low or it is early in the year. Students would work with MESA to apply for a Travel Request through Student Activities outside of this fund that could be used to cover transportation, lodging, and registration. Please contact MESA coordinators.\*\*\*

**Sharing Requirement:**

You will be required to share your experience with MES and the larger Evergreen community (through the MES blog, a presentation to undergraduate groups, Cooper Point Journal, or other method of your choice as long as it is approved by the committee). You can work with the MESA coordinators to plan your sharing requirement. This requirement must be fulfilled within 2 weeks after date of the event. You can send your blog post to Andrea Martin at [martina@evergreen.edu](mailto:martina@evergreen.edu)

An example of a blog post can be found here: <http://www.evergreen.edu/mes/post/reflections-carbon-friendly-forestry-conference>

**Reimbursement:**

In order to receive your funding, you must submit the proper reimbursement documentation. Keep your original receipts to be reimbursed for purchases of equipment, parking or entrance fees, and other tangible items. If requesting reimbursement for travel expenses, such as mileage accrued in a personal vehicle, a travel reimbursement form must be used. Receipts are not required for mileage reimbursements. Receipt, reimbursement request forms, and travel reimbursement forms must also be brought to the Student Activities office for reimbursement.

In some cases, there are costs that can be paid for in advance, using a credit card in the Student Activities office. These can be for things like a conference registration, lab equipment, or a GIS certificate test. You must be approved for funding from MESA to have an item paid for directly through Student Activities, and the purchase must be done in the Student Activities office. The advisors for student clubs are located on the third floor of the CAB building in the Student Activities Office. MESA’s coordinator for the 2019-2020 year is Jeannette Smith [smithje@evergreen.edu](mailto:smithje@evergreen.edu)

**1) Last 4 of your Student ID#**

**2) Date of application:**

**3) Is this application for professional development or research needs?**

**4) Have you received a MESA award before in this academic year? How much? (Higher priority will be given to students who have not received funding.)**

**5) How have you been involved with MESA? If not involved, why? Describe your plans for future involvement:**

**6) Amount you are requesting (Maximum $250 for professional development, or maximum $100 for research needs):**

**7) Name of Conference/Professional Development Opportunity/Research needs:**

**8) Describe the Conference/Professional Development Opportunity/Research needs (be sure to explain in your own words):**

**9) Explain how this opportunity/research need(s) will help you meet your learning objectives in MES:**

**10) Event/Research Dates**:

**11) Will you be a registered student at the time of the event/research?**

**12) Please describe how you plan to share your experience. Please see “Sharing Requirement” section above.**

**13) How are you able to offset costs (carpooling, lodging with a friend, volunteering, sharing supplies, etc)?**

**14) Have you explored additional funding opportunities? Explain.**

**15) How will you use the requested funds? Please be specific by including itemized descriptions with costs. (Food cannot be reimbursed.)**

**16) Total Cost**:

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**If requesting funds for research needs only please stop here.**

**If requesting funds for professional development please continue.**

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**17) Event Location:**

**18) Will you be presenting your research at the conference in the form of either an oral presentation or a poster presentation? Please describe.**

**19) Registration Cost:**

**20) Travel Cost (if airfare or train, put cost of ticket, if by car, use formula below)**:

**21) Estimated Travel miles**: **Travel Cost (driving mileage x $0.575/mile):**

**22) Estimated Lodging cost (limited to the max/night for government employees. See** [**http://www.evergreen.edu/business/travel/reimbursement.htm**](http://www.evergreen.edu/business/travel/reimbursement.htm) **for WA and non-WA rates).**

**23) Additional Info:**