

California State University, Sacramento
Academic Related Activities (ARA) Program

Application for 2025/2026

All information must be TYPED on this application in order to be accepted. Return your completed application, including ALL required documents, by 5:00p.m., Monday, March 2, 2026 for Summer/Fall 2025 and Spring 2026 activities to: **Academic Affairs, scc@csus.edu**

Semester: Summer/Fall 2025 (activities between May 1, 2025 – January 19, 2026)

Spring 2026 (activities between January 20, 2026 – May 1, 2026)

NOTE: May and June funding is not guaranteed since it is outside the calendar for 2024-2025, but we will make every attempt to reimburse those conferences attended in May and June

Student ID #:	Phone:	Email:
Name:		
Street Address:		
City:	State:	Zip:
Major:	Class Level (i.e., junior, senior . . .):	

Please check the type of activity/project for which you are requesting funding:

- Professional Conference/Workshop (Presenting a Project or Paper)
- Professional Conference/Workshop (NOT Presenting a Project or Paper)
- Special Curricular Related Project
- Academic Competition/Artistic Performance

Conference Name:		
Paper/Project Title (if presenting) or activity:		
Conference Location: [*]	Date(s)Conference: (Mth/Day/Yr) – (Mth/Day/Yr) <input type="checkbox"/> Click if only one day	
Expense	Cost	Description
Travel/Transportation	\$	
Registration Fee	\$	
Lodging	\$	
Materials (specify)	\$	

Please attach a separate sheet of paper if list exceeds provided spots		
TOTAL EXPECTED EXPENSES	\$	

Please note: University sponsors cannot be reimbursed for expenses they prepay for their students in anticipation of funding. Receipts must be in the name of the student being reimbursed.

Applicant Signature:	Date:	
*Faculty Advisor Signature:	Date:	
Faculty Advisor (Type name):	Office Phone: 278-	
Advisor's Department:	Advisor email:	Dept. Phone: 278-

* i.e., faculty member, advisor – must be signed and contact information must be included*

Please indicate if you are receiving or applying for funds from another source on campus.

No Yes If yes, what is the source and anticipated amount covered?

Please Include the Following REQUIRED Documents to your application:

- Personal Statement
- Signed Liability Waiver (One must be attached to your application, even if you have submitted one to another department)
- Signed Copy of the Program Agreement
- A Confirmation Letter documenting the presentation, performance or exhibit (required for ARA consideration)

NOTE: Supply and printing can only be reimbursed if they are related to travel to a conference/meeting
Applications that do not meet the ARA guidelines will automatically be rejected.