



Annual  
Student  
Colloquium



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Application for Hosting the Eighth Annual Fisheries Student Colloquium

**Part I: Contact Information**

Name of Organization:

School Affiliation:

Contact Person and email:

Address:

Phone and Fax:

Website:

**Part II: Organization details**

How long has your organization been in existence?

How many active members currently participate in your organization?

What is your organization's annual operating budget?

Has your organization hosted this, or another, regional or national meeting in the past? (if yes, provide name and date)

Does faculty or staff participate in your organization? If yes, provide names and titles.

What is your organization's mission statement?

Please attach an organizational chart (include officer posts, committees, etc.)

### **Part III. Program Proposal**

Please attach a proposal (5 pages maximum, single spaced, 12 font, and 1 inch margins) which should address the following:

- A) Theme: What is the theme of your program? What programmatic elements will you incorporate that will make your colloquium unique from previous colloquiums, and attractive to graduate students in fisheries science?
- B) Location: Where will you host the Colloquium? Please give details of the facility and the town
- C) Socials: What will be the themes and locations of your socials? How will you encourage camaraderie and networking in these settings?
- D) Tours/Trips: Will you include special tours//trips in your program? If so, please give a description of each of the proposed sites.
- E) Itinerary: Please draft a general itinerary of the weekend of events, including ballpark dates.
- F) Resources: What organization, school, or AFS resources will enable you to accomplish the presentation of the Colloquium? Consider funding sources, provision of in-kind goods or services (e.g., transportation, food, printing, presentation equipment, staffing, etc.), facilities, etc.

### **Part IV. Budget**

A) Please attach a budget of your projected costs. Consider:

- |                     |                            |
|---------------------|----------------------------|
| 1) Site rental fees | 6) Guest Speaker Honoraria |
| 2) Food             | 7) Printing                |
| 3) Transportation   | 8) T-shirts                |
| 4) Lodging          | 9) Tour/trip Costs         |
| 5) Decorations      | 10) Advertising            |

B) Please provide a list of individuals, companies, and/or organizations from whom you will solicit to fund your program

C) How much do you plan to charge participants for attendance?

### **Part V. Letters of Support**

Please include 2 letters of support:

- 1) From faculty member (such as the group's faculty advisor) of your affiliated school
- 2) From your state's AFS Chapter representative

## **Part VI. Submittal process**

As an email attachment, send your application packet (including all attached materials) to:

[trblack21@tntech.edu](mailto:trblack21@tntech.edu) (Tyler Black, Tennessee Tech University, Student Colloquium selection committee, 2008 host)

[jlowery2@mix.wvu.edu](mailto:jlowery2@mix.wvu.edu) (Jennifer Zimmerman, West Virginia University, Student Colloquium selection committee, 2007 host)

[slochmann@uaex.edu](mailto:slochmann@uaex.edu) (Steve Lochmann, Chair of Student Affairs Committee SDAFS)

[jennings@uga.edu](mailto:jennings@uga.edu) (Cecil Jennings, President-Elect, SDAFS)

Postmark deadline and application due date – January 2, 2008.

Notification will be at the spring meeting of SDAFS