

**University of Wisconsin-La Crosse
Department of Exercise and Sport Science
Major of the Year Award
Undergraduate Sport Management Program**

Overview

The Department of Exercise and Sport Science gives financial assistance to one sport management student each year as our “Major of the Year” in the sport management program to attend regional or national conferences or workshops for professional development. The maximum award is \$800 given to the recipient for expenses related to transportation, lodging, or registration for the conference/workshop.

Student Application Process and Requirements

All applicants must meet the following criteria at the time of application submission:

- Admitted to the sport management program
- Available to attend a sport management related conference or workshop (Note: The student awardee’s conference/workshop attendance should be completed by June 7th of the year following the receipt of the award.)
- The recipient should be enrolled at the time he/she attends the conference or workshop.
- Current member of UW-L Sport Management Association (SMA)
- If funded, the student is required to bring back knowledge and/or materials to share with members in an SMA meeting. This must be completed within six weeks upon return from the travel (this is agreed upon as part of the request for travel funds).

Application materials must include all of the following items in one packet:

- Verification of current UW-L Sport Management Association (i.e., receipt or e-mail verification from SMA Director of Finance)
- The completed application form (see page 3)
- An application/cover letter (1-2 pages) that includes: 1) a brief explanation of your experiences in the field of sport management; 2) the workshop or conference that you plan to attend; and 3) how this workshop or conference will help your professional development.
- Resume
- Attachment: workshop or conference program materials

Annual application deadline is November 1st at 4:00 PM to the program director (Chia-Chen Yu, 213 Mitchell Hall or mailbox).

Annual Selection and Winner Notification Process

1. The award “Call for Applications” is sent to all sport management majors and sport management faculty/staff in early April and September (work with Guy Herling to get announcement to students via e-mail).
2. Annual application deadline is November 1st at 4:00 PM to the program director (Chia-Chen Yu, 213 Mitchell Hall or mailbox).

3. Sport Management Screening Committee (Brian Gordon and Chia-Chen Yu) reviews application materials.
4. The student awardee is notified by the Committee. Winner should discuss with his/her advisor the details regarding workshop or conference registration, travel reimbursement, and other procedures (student pays for everything up-front, and gets reimbursed by Department of ESS after workshop or conference; student works with ESS Program Assistant to complete all forms.) One week prior to the travel, student should meet with ESS Program Assistant to review process for reimbursement and necessary paperwork so there are no misunderstands.
5. The student awardee's conference/workshop attendance should be completed by June 7th of the year following the receipt of the award.)
6. After returning from the workshop or conference, student must submit reimbursement forms to the ESS Program Associate.
7. Summarize and present the knowledge and/or resources the student attained from the professional travel in an SMA meeting within six weeks upon return from the travel (this is agreed upon as part of your request for travel funds). The student awardee should meet with the SMA advisor to set up the date for presentation at the SMA meeting.

**University of Wisconsin -- La Crosse
Department of Exercise and Sport Science
Major of the Year
Undergraduate Sport Management Program**

Request for Undergraduate Sport Management Program Professional Travel Funds

Student's Name _____ Student I.D. # _____

Complete Local Mailing Address of Student: _____

Local Phone _____ e-mail Address _____

Name of Conference (DO NOT ABBREVIATE) _____

Dates of Travel _____

Location of Conference (City and State): _____

Estimated Costs: Transportation _____ Registration _____ Housing _____

Total of Estimated Costs _____

Attach conference program materials and describe the conference follow-up activities for information sharing (see #6 in directions above):

NOTE: All the above information is correct to the best of our knowledge. If approved, and in order to receive reimbursement, I understand that it is student's responsibility to complete and submit the Travel Expense Report to the Department of Exercise and Sport Science after getting the signature of my advisor. I also understand that if travel funds are approved, the student will be required to present acquired knowledge upon return.

Student's Signature: _____ Date: _____

Academic Advisor Signature _____ Date: _____