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.
3-SM Major of the Year Application

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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: ________________