

# TWS STUDENT CONCLAVE GRANT PROGRAM

## I. Overview

The Wildlife Society (TWS), founded in 1937, is an international, non-profit scientific and educational association dedicated to excellence in wildlife stewardship through science and education. With nearly 70% of wildlife professionals in state and federal agencies reaching retirement age in the coming decade, the need for developing the next generation of highly-qualified wildlife professionals is paramount. TWS Student Chapters host five to eight regional TWS Student Conclaves each year that provide college students valuable hands-on training in wildlife management and conservation, and give them a chance to learn from and network with working professionals. TWS is re-establishing its grant program to support TWS Student Conclaves and the vital role they play in preparing students for a career in wildlife management and conservation. Grants of \$1,000 are now available to help support each regional TWS Student Conclave that meets the requirements presented below.

## II. Requirements

The Student Chapter hosting the conclave must:

1. be an approved Student Chapter of The Wildlife Society.
2. fill out and submit the pre-conclave application **and** post-conclave report to receive the full \$1,000 grant.
3. attach a detailed budget to their pre-conclave application.
4. **attach a list of all Conclave attendees, including name and email, with their post-conclave report.\***
5. advertise The Wildlife Society as a sponsor of the Student Conclave.
6. **include "TWS" or "The Wildlife Society" along with the title of the Conclave. For example, "TWS Southeastern Wildlife Conclave", not just "Southeastern Wildlife Conclave".**
7. allow TWS membership materials to be distributed and, when appropriate, allow a TWS staff, designated TWS representative, or Council member to speak to the participants.

\* This information will be used for membership recruiting purposes.

## III. Application Procedures

The TWS Student Chapter applicant must:

1. fill out and submit the pre-conclave application to TWS Headquarters two months prior to the scheduled event to receive the first installment of \$500. The pre-conclave application must be signed and dated by the hosting TWS Student Chapter President and Advisor.
2. attach a detailed budget including expected revenues and expenses to the pre-conclave application.
3. fill out and submit the post-conclave report with a list of attendees to TWS Headquarters within four weeks after the event to receive the second installment of \$500. The list must include the name and email address of all attendees.
4. attach a detailed financial report showing actual revenue from all sources and detailed description of all expenses to the post-conclave report.

## IV. Important Deadlines

Pre-Conclave Application Form: **Due TWO MONTHS PRIOR to conclave**

Post-Conclave Application Report: **Due ONE MONTH AFTER conclave**

## V. Contact

Please direct all forms, questions, or comments to Mariah Simmons, Wildlife Programs Coordinator, at TWS Headquarters. You may contact Mariah at 301-897-9770 x 310 or msimmons@wildlife.org.

# Pre-Conclave Application

Regional Conclave (select one from drop down menu):

Hosting Student Chapter Name:

Student Chapter Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

What events are planned for the Conclave? (Attach additional sheet if necessary):

\_\_\_\_\_

List of participating TWS Student Chapters. (Attach additional sheet necessary): \_\_\_\_\_

\_\_\_\_\_

Is a schedule of Conclave events posted on Student Chapter's Website? \_\_ Yes \_\_ No

If yes, what is the website URL? \_\_\_\_\_

What are the plans for advertising the Student Conclave?

\_\_\_\_\_

\_\_\_\_\_

Other sources of funding; please list source and amount (i.e. grants, fundraising projects, registration fees): \_\_\_\_\_

\_\_\_\_\_

Expected number of registrants: \_\_\_\_\_ Registration fee: \_\_\_\_\_

Average lodging cost per registrant: \_\_\_\_\_

**Address for grant check to be mailed:** \_\_\_\_\_

\_\_\_\_\_

**Check should be made out to:** \_\_\_\_\_

## Attach proposed budget

I have reviewed this application and find the contents to be accurate to the best of my knowledge.

X \_\_\_\_\_

Student Chapter Advisor Signature & Date

X \_\_\_\_\_

Student Chapter President Signature & Date

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

## Submit to:

**Mariah Simmons, Wildlife Programs Coordinator, The Wildlife Society,  
425 Barlow Place, Suite 200, Bethesda, MD 20814, fax 301-530-2471, msimmons@wildlife.org**

# Post-Conclave Application

Regional Conclave (select one from drop down menu):

Hosting Student Chapter Name:

Student Chapter Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Describe Conclave events in detail (please attach brochure or program):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Address for grant check to be mailed:** \_\_\_\_\_

\_\_\_\_\_

**Check should be made out to:** \_\_\_\_\_

**Attach list of registrants (name and email)**

Number of Registrants: \_\_\_\_\_ Number of TWS Student Chapters Attended: \_\_\_\_\_

**Financial Report (attach detailed report showing all revenues and expenses)**

Total Revenue: \_\_\_\_\_ Total Expenses: \_\_\_\_\_

**Next Year's TWS Conclave Hosting Student Chapter:** \_\_\_\_\_

I have reviewed this application and find the contents to be accurate to the best of my knowledge.

X \_\_\_\_\_  
Student Chapter Advisor Signature & Date

X \_\_\_\_\_  
Student Chapter President Signature & Date

Print Name \_\_\_\_\_

Print Name \_\_\_\_\_

Phone # \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

Email \_\_\_\_\_

**Submit to:**  
**Mariah Simmons, Wildlife Programs Coordinator, The Wildlife Society,**  
**425 Barlow Place, Suite 200, Bethesda, MD 20814, fax 301-530-2471, msimmons@wildlife.org**