

## Instructions & Guidelines for the Application for Student Sponsorship to CLF National Conference(s)

**Important:** Applications will be processed on a first come, first served basis at the discretion of CLF and will be considered as space and resources permit.

- > **Prerequisites to applying for a Student Sponsorship:**
  - You must be a member of CLF (National);
  - You must be registered for the conference.
- > **An Application for Student Sponsorship shall comprise:**
  - An email outlining your financial need; and
  - Completed Application for Student Sponsorship.
- > Applications should be received by email to the attention of Ruth Ross at [ross.clf@primus.ca](mailto:ross.clf@primus.ca) no later than **seven weeks prior** to the event to be considered in the first round.
- > Applications received less than seven weeks but not later than **four weeks prior** to the event shall be considered in the second round. Please note that submissions received for the second round will be awarded if resources permit.
- > You should receive an email acknowledging that we have received your application. If you have not received an acknowledgement within five business days of submission of your application, kindly contact Ruth Ross at [ross.clf@primus.ca](mailto:ross.clf@primus.ca).
- > You will receive an email advising whether you have been awarded a student sponsorship following our review of your application.
- > Please note that student sponsorships are awarded at the sole discretion and determination of CLF. You may be placed on a waiting list in which case your application may be reconsidered in a subsequent round of applications. Consideration will be given to, among other things, your financial need (as set out in cover email), leadership roles, willingness to serve in CLF, affiliation of your student club with CLF national, and with a view to providing representation from law schools across the nation.
- > Each applicant upon acceptance will be asked to make his or her own flight or ground transportation arrangements. We would ask that the most economical flight (e.g. WestJet, Tango, Air Canada) be booked and that your travel expenses be emailed to Ruth Ross, [ross.clf@primus.ca](mailto:ross.clf@primus.ca) for reimbursement after the event.
- > Sponsorship is not available for the Registration Fee or extra events. All applicants will be required to cover the cost of registration on their own. **You must be registered to be considered for a sponsorship.**
- > Round trip airfare may be awarded upon the following guidelines:  
Traveling from (to a maximum of):
  - NB, NS, PEI \$775
  - Quebec \$550
  - Ontario \$500
  - Manitoba \$425
  - Saskatchewan \$400
  - Alberta \$300
- > Those who are traveling by ground (car, train, bus) may apply for a sponsorship for an amount to be determined by CLF.

- > Students applying for accommodations will either be billeted (pending CLF member & church support) or will share a hotel room with other students.
- > If you accept a sponsorship, you will be committing to the following:
  - o To attend the National Conference in its entirety or give reasonable notice should you have to cancel.
  - o To write a meaningful and comprehensive letter of thanks (500-700 words) to the (anonymous) sponsor(s) within a reasonable period following the event.
  - o Be responsible to make travel arrangements and provide CLF with receipts & itinerary.
- > Successful applicants will not be reimbursed until receipts and letter of thanks are submitted.