



Procedures and Evaluation Criteria for Funding Requests for Student Colloquiums

The objectives of the Education Section of the American Fisheries Society are to: (i) improve the quality of college and university education for fisheries scientists, (ii) promote exchange of post-secondary education information, techniques, and materials among educators and among educational institutions, and (iii) foster improved communication and information exchange among fishery educators, employers, fisheries specialists, students, and the public. The section encourages interaction of students within and among AFS Divisions, and will consider funding requests up to US\$500 to help support regional student activities, including student colloquiums.

To obtain the greatest value from the limited Section resources, projects that meet the objectives of the Education Section will be prioritized for funding over those that do not. The Education Section will not provide funding specifically for (i) purchase of alcohol, (ii) activities that primarily include members from one student Subunit, university, or state, or (iii) use to promote fundraising or profit-making activities (e.g., purchase of t-shirts).

The Executive Committee will consider the following project elements when making funding decisions:

Does the proposal:

1. Promote the objectives of the Education Section?
2. Elevate the visibility of the Education Section?
3. Provide information transfer and interaction among students from multiple states, universities, or student Subunits?
4. Appeal to a broad audience?
5. Provide funding that is necessary to achieve objectives of the activity?

Application Process:

1. A member of the Education Section must submit the application. If the application is submitted by a student Subunit, a letter from the faculty advisor supporting the activity (who is required to be an Education Section member) is required.
2. Applications should be submitted at least 2 months prior to the proposed activity to be assured of consideration.
3. Applications must include the following information:
 - a. Title

- b. Name, address, phone number, fax number, and email address of contact(s)
 - c. Project description (Please describe the planned activities and the Education Section objective(s) that will be addressed)
 - d. Estimated attendance at the function, including number of students, universities, student Subunits, or states
 - e. Time to completion
 - f. Amount requested
 - g. Other funding sources
 - h. Estimated budget by categories, including specific details of how Education Section funds will be used
 - i. Statement of how participation from multiple states, universities, geographic regions, or AFS units will be encouraged
 - j. How will the contribution of the Education Section be acknowledged
 - k. Disposition of unused funds. The Education Section does not promote carryover of substantial funds (i.e., profits)
4. Submit electronic applications to the Section President.

Review Process

1. The Section Officers will conduct a preliminary review of all requests. Those that do not adhere to the criteria and process described above will not be forwarded to the EXCOM for consideration.
2. Officers will notify successful applicants within one month following the submission of the application.