



Southern SARE Event Form for AC Members

Each year, the Southern region Sustainable Agriculture Research and Education (SSARE) program provides support for Administrative Council members to attend conferences, field days, workshops and other educational events as a representative of Southern SARE. The events can be regional events, as well as national events taking place in the Southern region whose main purpose is to further sustainable agriculture for the benefit of farmers, NGOs, community organizations, researchers and other ag professionals.

The AC member must provide a report of what was learned to the full Administrative Council following the conclusion of the event.

To be considered, fill out this event form and e-mail to Denise Quick at denise.quick@uga.edu. Any form not filled out properly or in its entirety will be returned.

DISCLAIMER: Event support is contingent on annual funding availability at the time of the request. Funds are discretionary and will be awarded at the discretion of Southern SARE. Fund availability varies year to year and is not always available. A submission of request does not automatically indicate support acceptance. Southern SARE reserves the right to deny funding if guidelines, allowable budget items (including itemization and justification of budget items), or deadlines are not met.

A. General Contact Information

Name of AC Member: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Contact email: _____

Contact Phone Number: (c) _____ (o) _____

B. Details of Event

Name of Event: _____

Date and Time of Event: _____

Location of Event: _____

Brief Description of Event: _____

How Will Attending this Event as a SSARE Representative Further Sustainable Ag in Your Community?

How Will Attending This Event Benefit Farmers in Your Community? Provide any information as it relates to historically underserved farmers and ranchers.

How Will You Represent SSARE at the Event?

What Educational Tools/Resources/Knowledge Do You Plan to Gather to Share with the Administrative Council?

C. Travel Budget

Total Amount Requested: \$ _____

Refer to the [SSARE Travel Guidelines](#) for details on reimbursements for airfare, hotel, meals, and miscellaneous expenses.

Transportation:

Amount requested: \$ _____

Lodging:

Amount Requested: \$ _____

Itemize lodging (Ex. 2 nights at \$150/night)

Meals

Amount requested: \$ _____

Refer to the current federal per diem rate to calculate meals not covered by the event:

<https://www.gsa.gov/travel/plan-book/per-diem-rates>

Micellaneous (event registration, public transportation, airport luggage fees, etc.)

Amount requested: \$ _____ Reason: _____

\$ _____ Reason: _____

\$ _____ Reason: _____

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