



## SAEF Application Checklist

- Have you included these things?
  - Demographics
    - Name
    - Address-including Zip Code
    - Phone number-including Area Code
    - Email – yours
    - Email – your parent’s
  - Signatures
    - Student
    - Parent
    - NESAs Department Rep
    - NESAs Co-Director (Ms. Mabry or Mr. Ayers)
- Is it legible (can someone else read it?)
  - In Pen (Black or Blue) or Typed
- Application for Funding: Have you included these things?
  - Major
  - Class of
  - Dates of event
  - TOTAL** Cost of the event—**should be printed somewhere on the brochure or other materials provided**
  - Amount of award you are applying for
  - Brochure/Webpage/Event application showing description and cost of registration
  - Cost estimate from hotel/airlines etc. (if requesting coverage)
- All application questions answered fully
- Teacher Recommendation attached (not mandatory)