

College of Liberal & Creative Arts

Ingalls Travel Award

(Template for Student Award Recipient Follow-up Reports)

Full name and acronym of conference attended Scholarship Recipient: ex. Bella Smith

Conference Dates: ex. February 1 - 3, 2024

Short bio, and account of the event 1-2pgs. (conference, seminar, etc.)

- You are to provide a concise but detailed description of the event, addressed to “Mr. Ingalls.”
- Include a short bio in your letter so the donor can know about your major and your goals.
- Make sure to cover the reasons that you attended and how and why your experience met-exceeded-did not meet your expectations.
- Did your attendance spark any new interest that you had not previously anticipated? If so, why, if not, why not?
- If applicable, describe the presentation you delivered, why you gave it, and how it was received.
- Make sure to review your personal perceptions of the value of this experience, positive and negative.

Suggestion: project photos, graphs, statistics, etc., along with corresponding explanations and descriptions can greatly enhance this section of the report.

- Please include a copy of the program from the conference or event.

Suggestion: highlight the workshops/seminars that you attended or presented.

- Please sign the report with your **name and signature**.

Report Deadline and Delivery

The report must be submitted *within three weeks* of returning from the event. Please note that timely reports are essential to the success of the Ingalls Travel Award program. Reports should be emailed to: Arsham Pourfallah, lcstudentservices@sfsu.edu.

For questions contact Student and Curricular Services at the College of Liberal & Creative Arts at lcstudentservices@sfsu.edu. The University will keep a file of student reports open for perusal for students and staff and will send a copy to the donor upon receipt.