

Bridging Futures: Student Conference and Travel Initiative

1) Overview of Project

Bridging Futures: Student Conference and Travel Initiative establishes a centralized student fund to cover conference-related costs—including registration, travel, lodging, and meals—to remove financial barriers that currently prevent many students from participating in academic, research, and career conferences. Survey data indicate strong faculty and student demand, with most students reporting they have never attended a conference due to cost. By reducing out-of-pocket expenses, the project aims to expand experiential learning, academic engagement, and professional networking opportunities across all Academic and Career Communities.

The project requests **\$120,000** to **serve approximately 80 students annually** (average **\$1,500 per student**), with intentional outreach to **low-income, first-generation, and historically underrepresented students**.

2) Scope of Work

Project Lead: John Glass

Project Manager/Budget Approver: Rob Rundquist

Fiscal Monitor: Joanna Benitez

Activities	Deliverables	Outcomes	Timelines Start/End Date	Persons Responsible (Who?)
1. Establish centralized Student Travel and Conference Fund	Fund structure/process approved and operational	Increased student participation in conferences	Schedule a meeting for end of February	Matthew Vincent and John Glass (Faculty), Ray, Angel Patrick/Heather and Britney
2. Develop student application, Rubric Travel process Administrative Procedure	Application and rubric launched	Reduced out-of-pocket costs for students	1. Feb. 23, 2026 2. Feb. 27, 2026	1. Ray and Angel, John Glass/(District Risk MGMT) Nicole Leonard-Application, Administrative Procedure and Travel Process 2. (IR)Melissa- Rubric
3. Shared Governance Presentations	Breakdown of application process dates and outreach strategies.	Increased visibility and variation of field trip applications.	1 st week of April	Matthew Vincent and John Glass will reach out to Faculty Senate and Classified Senate.
4. Targeted outreach to low-income, first-generation, and historically underrepresented students	Outreach materials and information sessions	More equitable distribution of funded students	No due date was discussed	Matthew Vincent and John Glass will create. Faculty chaperones that are interested in going on trips will be tasked for outreach.
5. Process conference registration, travel, lodging, and meals	Travel for 80 students funded	Increased engagement, motivation, and sense of belonging	No due date was discussed	Participating Department will submit T&C Forms
6. Facilitate student participation in academic/professional conferences	Student Participation & Success Records	Improved networking, transfer, and career readiness	Schedule Sept. 27, 2026	Matthew Vincent and John Glass (Faculty),

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7. Develop & collect participation data and post-conference surveys	Annual and bi-annual reports	Evidence of impact on persistence, completion, and transfer	Schedule meeting for end of March	Matthew Vincent and John Glass (Faculty),
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Chaffey College
Mackenzie Scott- Bridging Futures
Proposed Line Item Budget

FUND: 54 Charitable Gift Fund
 SOURCE: 1812

54-1812-7001-5XXXX-000

Description (narrative/detail)		Amount Budgeted					Budget Detail		
		Year 1	Year 2	Year 3	Year 4	Total	Dept.	Obj.Code	Location
Academic Salaries (1000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(1000) Academic Salaries Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
Classified Salaries (2000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(2000) Classified Salaries Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
Employee Fringe Benefits (3000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(3000) Employee Fringe Benefits Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
Supplies & Materials (4000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(4000) Supplies & Materials Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
Other Operating Expenses & Services (5000)	Student Conference and Travel (~\$1,500 per student for ~80 students annually)	\$ 58,000	\$ 58,000	\$ -	\$ -	\$ 116,000	7001	55870	000
	Transportaion, Field Trip, Tournaments, Conference, meals, registration)	\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	Fuel (District Vans)	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 4,000	7001	54600	000
(5000) Other Operating Expenses & Services Category Total:	\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 120,000				
Other (7000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(7000) Other Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
SUBTOTAL FOR DIRECT EXPENSES (SERIES 1000-5000; Excludes Capital Outlay)		\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 120,000			
<i>Indirect Cost Rate Applied to Unrestricted (excludes capital outlay category)</i>									
Indirect Cost	Rate :								
Capital Outlay (6000)		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
		\$ -	\$ -	\$ -	\$ -	\$ -			
	(6) Capital Outlay Category Total:	\$ -	\$ -	\$ -	\$ -	\$ -			
		Year 1	Year 2	Year 3	Year 4	TOTAL			
GRAND TOTALS:		\$ 60,000	\$ 60,000	\$ -	\$ -	\$ 120,000			