



**WINSTON-SALEM**  
STATE UNIVERSITY

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TO: SSSP Board of Directions  
Lee Student Support Fund Committee Members

FROM: Meghan McDowell, Chair  
Lee Student Support Fund Committee (2017-2018)

### Report of the 2017-18 Lee Student Support Fund Committee

This year, our committee consisted of Louis Esparza, Dan Kimmel, as well as myself. This committee has two responsibilities: to award travel funds to students through the Lee Student Travel Fund and to match mentors with mentees for the annual meeting. This report details the specifics related to the responsibilities named above.

#### Travel Awards

The Lee Student Travel Fund consists of \$15,000 that the committee allocates to students who apply for assistance in meeting their travel expenses. Applicants are required to submit an application by March 15, which is treated as a hard and fast deadline. Michele prepares a spreadsheet which identifies eligible applicants (who must be SSSP members, be listed on the annual meeting program, and have submitted documentation of their expected expenses—requirements that are clearly spelled out in the application invitation). Applications by students who fail to meet these criteria are not considered for awards. This year, 107 travel awards were issued according the funding scheme detailed below.

Michele sent us a memo detailing the rating scheme used in the past. We adopted this general scheme with some adjustments. Applicants receive points for location, conference role, presenting, and whether they received an award last year. This is the distribution model we used:

- Location: We awarded 1 point for applicants in the Eastern time zone; 2 points for those in the Central time zone; 3 points for those in the Mountain time zone; 4 points for those in the Pacific time zone and for those traveling internationally (including Canada).
- Conference role: 3 for multiple roles, 2 for discussant (or being a chair of a division), 1 for organizing/presiding
- Presenting a paper: 3 for 3 papers, 2 for 2 papers, 1 for 1 paper, 0=no paper but playing another role (which should be counted above)
- Received an award last year: 0 for yes, 1 for no

Each applicant is assigned a total point score based on the criteria above. There are three categories from the point totals: 7-9 points 4-6 points 1-3 points. From this, the \$15,000 travel funds were distributed as follows:

- 7-9 points receive \$250-300 (\$350 if international)

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- 4-5 points receive \$200
- 3 points receive \$100
- 1-2 points receive \$75

### Mentor Program

Mentors are solicited via email and during registration for the annual meeting. Typically, requests for mentors outpaces the number of faculty who volunteer, and this year was no exception. 75 students requested a mentor and 40 faculty volunteered to mentor. For the divisions where the discrepancy was particularly acute, we followed up with an additional request for mentors (emailed to the program chairs). I also asked faculty volunteers if they would be willing to take on an additional mentee (many did). These follow up procedures were successful.

This committee is a fair amount of work and it would not be possible without the support of Michele Koontz and her staff at SSSP!

Sincerely,  
Meghan McDowell