

July 14, 2022

# Memo

---

**To:** Michele Koontz, SSSP Meeting Manager

**From:** Cindy Brooks Dollar, UNCG, Department of Sociology, 2022 Chair of Lee Student Support Fund

**Re:** 2022 Committee Report for Lee Student Support Travel Funds

Pursuant to your request, this memo serves as the Annual Report for the 2022 Lee Student Support Travel Fund Committee.

In 2022, the Lee Student Support Travel Fund had a total budget of \$15,000. We received 94 applications requesting travel assistance from students who were scheduled to present their work at the 2022 meeting. Ninety-two applicants (92) were/are current members of SSSP and were thus eligible for funding.

The committee communicated about potential funding allocations between March 22 and April 1. Collectively, we decided to create a point system that considered the following:

- a. the applicant's residential/university location with higher values assigned to those who lived outside of the U.S. or if within the U.S., further away from CA, the SSSP meeting location (i.e., 4=East Coast and International travelers; 3=Central; 2=Mountain; 1=Pacific)
- b. the frequency and type of SSSP program activities with higher values assigned to those who had more program engagement/commitments (i.e., 4=3 or more program activities, including paper presentations, presider/discussant positions; 3=2 program activities including paper presentations, presider/discussant positions; 2=1 paper presentation; 1=no paper presentation but presider/discussant on a panel)
- c. receipt of prior funding through SSSP's Lee Student Support with a higher value assigned to those who had not previously received funding (1=has received funding prior; 0=has not received funding prior).

On April 1, 2022, I as the committee chair, notified the SSSP Administrative Office (i.e., Michele Koontz and Kelsey Whitaker) of the committee's funding determinations. As a part of this notification, I shared a spreadsheet detailing each applicant's contact information and award amount. On April 7, 2022, Kelsey began contacting all applicants to inform them of their award and requested a response via email to confirm their SSSP attendance by April 14, 2022, although the deadline was extended to April 22, 2022 for some applicants due to non-response.

Throughout the month of April and May, a few additional student presenters contacted me to request assistance for travel. Because the deadline for funding applications had passed, I replied that those persons as such but included Michele on the email response in case additional monies or other assistance was available to them.

Thank you for the opportunity to serve on this committee. If you need additional information from me, please do not hesitate to contact me at [cbdollar@uncg.edu](mailto:cbdollar@uncg.edu).

