

## Required Information for the SSF Google Form

This is a list of things you should have on hand, or have completed, before the first day of the semester! This list will help you fill out the Google Form. Please feel free to print out this list for your own use and ease. You may want to go through and check off every item as you complete or compile them; the information listed here is roughly in the order it appears on the Google Form.

- Make sure you are a dues-paying member *before* January 28<sup>th</sup>.
  - To do this, you can ask us directly; review your paystub on HR direct and look for the Boston GEO Dues deduction line; or submit a GEO Membership Form (found here: <https://tempgeouaw.wordpress.com/become-a-member/>)
- Your preferred email address
- Your first and last name
- Your student ID
- Your local mailing address (Street, Unit, City, State, Zip)
- Your local telephone number
- Your graduate program's name
  - If you have received an SSF grant in the past, the date of the conference for which you received it.
- The name of the conference to which you are going
- The name of the organization sponsoring the conference
- The location of the conference (City, State, and Country)
- The first day of the conference
- The first day you will be travelling
- If you were receiving any other funding, the source of that funding.
- If you are presenting the conference, you should have your acceptance letter uploaded to Google Drive, as we will ask for it on the Google Form.