

# 2025-2026 Student Assembly Special Projects Funding Request Survey **PENDING APPROVAL**

## Cornell Student Assembly Special Projects Application (Part 1)

Dear Cornell Student Assembly Special Projects applicant,

This form is the official application for AY 2025-2026 Special Projects funding. Below are guidelines for the Special Projects fund:

*The Student Assembly may choose to fund any project, program or service through the Assembly Special Projects that it deems to improve the quality of undergraduate student life. Special Projects funding is a type of category spending. Special Projects funding may be requested by any of the following, but not limited to:*

- (i) Any Cornell registered student organization,
- (ii) the Assembly committee chairs that seek funding for expenditures that exceed their committee's budgeted allocation.

*(1) The President and Vice President for Finance together may approve any special projects funding request up to \$500 without consultation with the Executive Committee. Amounts up to \$500 may also be funded by a majority vote of the Executive Committee. Request must be made public at a Student Assembly meeting in the form of an "Announcement/Report" before being approved. Any voting member can motion for the request to be sent to the Executive Committee if they feel necessary.*

*(2) The Executive Committee shall decide upon special projects requests over \$500 and under \$2,500 by a majority vote. The Assembly, at large, may reverse an Executive Committee decision to fund amounts over \$400 by a two-thirds vote. The request should be presented to the Student Assembly in the form of a resolution.*

*(3) Requests \$2,500 and over shall be decided upon by a majority vote of the Executive Committee and confirmed by a majority vote of the Student Assembly, at large. The Assembly, at large, is only required to confirm requests of \$2,500 or greater. The request should be presented to the Student Assembly in the form of a resolution.*

In addition to the Special Project rules outlined in the 2025-2026 Standing Rules, pursuant to APPENDIX B: STUDENT ASSEMBLY GUIDELINES FOR FUNDED ORGANIZATIONS, Section 4: Organization Specific Guidelines (lines 822-825) of the [Student Assembly Charter](#), an organization is only allowed a maximum of \$5,000 per semester in Special Projects funding.

- x. Student Assembly
  - a. The Student Assembly allocation shall be managed and overseen by the Cornell University Office of Assemblies Department.
  - b. The Student Assembly Special Projects allocations should not exceed \$5,000 per organization per academic year.

### What Organization is requesting the funding? \*

Air and Sea Hospitality

Please do not just display an acronym, type out your group's name in its entirety.

### What is your role in your organization? \*

VP of Finance

**If applicable, please list all conflicts of interest that your organization has with the Student Assembly. (Ex. Names of Organization members who are members of the Student Assembly or Student Assembly committees) \***

NA

Please list any Student Assembly members or committees you have worked with in regard to this project.

### What Primary Funding Byline Organization does your Organization currently receive funding from? \*

Student Activities Funding Commission (SAFC)



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**What is the Total Expected Cost of your project? \***

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7020

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**What is the total disbursement your organization is requesting from the Special Projects fund? \***

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5000

**Please describe the project your organization intends on using Special Projects funding for.**

**If this is for a one-time event, please include the name of the event, date of the event, expected attendance at the event, etc.**

**If this is for a one-time purchase of a good or service, please describe the items to be purchased, quantity purchased, cost per item, number of people this purchase will affect, etc. \***

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Air & Sea Hospitality is organizing a professional Industry Trek to Atlanta, Georgia, from May 3 to May 4, 2026. This two-day excursion will bring ten students to the global headquarters of Delta Air Lines and Hartsfield-Jackson Atlanta International Airport, the world's busiest aviation hub. Participants will engage with leadership in departments such as network planning, revenue management, and fleet operations, while also gaining a behind-the-scenes look at the massive logistics required to run a global hub. This immersive experience is intended to provide students with the professional exposure and networking opportunities.

**Please list all sources of funding your Organization has received or requested from in the 2025-2026 AY. This includes funds that will not be used on this project, as well as funds that will be used on this project. \***

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SAFC - \$3,000 We will use around \$1,500 in SAFC funding left to fund the excursion.

Please list all sources of funding your organization received, has applied for, or intends to apply for in the 2025-2026 AY. In addition, name all sources of funding that will be used to fund this project. Finally, name all other possible sources of funding that have failed to fund this project and how they have failed.

**Please quantify the expected number of students impacted by this project. \***

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Please describe the expected number of attendants and/or students impacted by this project.

**Please outline all sources of income and expense for your organization in AY 2024-2025. \***

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Income: SAFC - \$3,000 Hotel Funding - \$1,000 Expense: Event Costs - \$1,000 Excursion Costs - \$1,500

This should not be a transaction history. Expenses should be event costs, food for meetings, etc.

**Please describe all related expenses for this project. Be as specific as possible when describing each expense, and be sure to include quantities purchased, the cost per unit, and a breakdown of food costs if applicable. Include any links to websites used to purchase these items or services. \***

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The total projected cost for the Atlanta Industry Trek is \$7,020. The primary expense is round-trip airfare from Syracuse (SYR) to Atlanta (ATL) via Delta Air Lines, which is \$497 per person for ten participants, totaling \$4,970. Lodging for the group requires five hotel rooms for two nights at a rate of \$150 per night, totaling \$1,500. Additionally, we have budgeted \$550 for round-trip ground transportation to ferry the ten students and their luggage from Ithaca to Syracuse Hancock International Airport and back. While the total for these core logistics is \$7,020, Air & Sea Hospitality is requesting the maximum \$5,000 from the Special Projects fund to offset these costs. To remain within budget, all participating students will pay for their own meals and miscellaneous expenses out-of-pocket, and the club will cover the remaining \$2,020 through remaining SAFC funding and internal fundraising.

Please list and describe the expenses by category for the project.

**Describe how your Organization intends to adhere to Cornell University Policies related to Accessibility and Inclusion. \***

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Air & Sea Hospitality is committed to creating an inclusive environment in full compliance with Cornell University's Policy 6.4 and Policy 5.12. We ensure that this trip, like all our programming, is advertised to the entire student body regardless of major or background. Our selection process for the participants is based on a transparent, engagement-based point system to eliminate bias and ensure that students from all backgrounds have an equal opportunity to

attend based on their commitment to the club. Additionally, we have verified that both Delta Air Lines HQ and the Atlanta Airport are fully ADA-compliant, ensuring that all aspects of the trek are accessible to students with mobility needs or other disabilities.

Note: Although your project/ initiative may be targeted toward a specific group of Cornell students, your Organization can not discriminate against identities protected under Policy 6.4, which are those protected under federal, state, and local equal education and employment laws and regulations.

Policy related to Accessibility ([Policy 5.12: Web Accessibility](#))

Policy related to Inclusion ([Policy 6.4: Prohibited Bias, Discrimination, Harassment, and Sexual and Related Misconduct](#))

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**Please upload the most updated Constitution or Charter for your organization. \***

 Upload file

[July\\_24\\_Air\\_Sea\\_Hospitality\\_Constitution\\_1.docx](#) ([Delete](#))

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**Please upload the most updated Bylaws or other Governing Documents for your organization. \***

 Upload file

[AS\\_Transition\\_Binder.docx](#) ([Delete](#))