



## Non-Constituent Law School (CLS) Student Attendance Program

### General Guidance for Non-Constituent Law Schools and Students

This program supports deserving students from law schools other than Foundation CLS who wish to attend Rocky Mountain Mineral Law Foundation (RMMLF) programs (institutes and select short courses). Subject to space and funding availability, and approval of the student's application by the RMMLF Student Programs Committee, RMMLF support under this program may include waived registration fees, course materials, and reimbursement of pre-approved expenses for transportation and accommodations.

Reimbursement of approved expenses will be made after the institute or course directly to the student. It shall be the responsibility of students who receive financial support under these programs to determine if such support has tax implications or consequences for them. Student travel reimbursement recipients should consult a tax professional about the tax consequences of receiving travel expense reimbursements from the Foundation.

Reimbursable expenses are limited to:

- Advance economy round-trip airfare OR mileage at \$.20, whichever is lower
- Hotel accommodations at a rate no higher than the conference hotel rate

Car rental, parking, meals, airline extra services (e.g., luggage, seat assignment, and pre-boarding fees), and other miscellaneous expenses are not covered. Whenever practicable, students from the same school or area should drive, travel, and room together. **Travel, hotel reservations, and any other arrangements are the responsibility of the students or school.** The number of nights typically covered for accommodations are: 2 for a special institute, 3 for the Annual Institute, and 4 or 5 for a short course (see program brochure for number of nights, conference hotel rates, and other guidance). In all cases, expenses need to be pre-approved by the Foundation, and supported later by receipts.

As a not-for-profit organization, the Foundation holds down registration fees and other expenses to enable as many people as possible to benefit from the broad range of programs offered. Students are required to minimize their expenses and any costs that can be absorbed by them, the schools, or other collaborators will be greatly appreciated. It shall be the responsibility of students who receive financial support directly under these programs to determine if such support has tax implications or consequences for them.

### Instructions for the Applicant

1. You must complete all parts of this application form. A handwritten application will **not** be accepted. You must submit your application in the same format as this original form.
2. You must submit to RMMLF c/o Jaleen Edwards at [jedwards@rmmlf.org](mailto:jedwards@rmmlf.org) scanned copies of the following:
  - Your completed, dated, and signed application form;
  - A letter of reference from a professor at your law school who can speak from personal knowledge concerning your character, your academic ability, and your interest in or involvement with natural resource matters.
3. Your application form and reference letter must be received no later than one (1) month before the institute or short course you are applying to attend. The Foundation cannot guarantee that incomplete applications or applications received past the required date will be considered.
4. You will be notified via email as soon as a decision is made on your application. Should you change your email address, it is your responsibility to notify RMMLF of such change. RMMLF will not be responsible for communications sent to an email address that is erroneous due to lack of such notification.



## Non-Constituent Law School (CLS) Student Attendance Program

### Application Form

RMMLF PROGRAM YOU WOULD LIKE TO ATTEND: \_\_\_\_\_

Date of Program: \_\_\_\_\_ Venue \_\_\_\_\_ Amount Requested: \_\_\_\_\_  
See #3 below

Name: \_\_\_\_\_  
(Last) (First) (Middle)

Email Address: \_\_\_\_\_ Preferred Tel. Number: \_\_\_\_\_

Name of Law School: \_\_\_\_\_

Address of Law School: \_\_\_\_\_

Year in Law School: 1L \_\_\_\_ 2L \_\_\_\_ 3L \_\_\_\_ LLM \_\_\_\_

**1. Why are you interested in attending this program? Please include information regarding:**

- whether your school does, or does not, offer similar courses
- relevant factors about your background and professional experience
- how you intend to be involved in or contribute to this field of law
- why this course/institute would be important for your education or training

Please use more space, if needed. Your entire application form, starting on this page, should not exceed 3 pages.

**2. Statement of Need** - Why should the Foundation provide you financial support to attend this program?

Please use more space, if needed. Your entire application form, excluding the general instructions page, should not exceed 3 pages.

**3. ESTIMATED BUDGET** - If your request is approved, Foundation support will consist of certain travel and hotel expenses that can be reimbursed **after** the program. Please provide estimates of reimbursable expenses:

**Transportation** from \_\_\_\_\_ to \_\_\_\_\_  
Home/School City Program Venue

**Transportation Type:** (1) \$.20 x \_\_\_\_ miles plus necessary tolls = \$ \_\_\_\_\_ **OR**

(2) Lowest 14-day advance round-trip economy airfare = \$ \_\_\_\_\_  
and airport shuttle, up to \$50 round-trip = \$ \_\_\_\_\_

**Hotel + tax** \_\_\_\_\_ # of nights\* ( \_\_\_\_\_ max) x \$ \_\_\_\_\_/night max + tax = \$ \_\_\_\_\_  
(phone calls, meals, movies, laundry, & valet services are not covered.)

\* Please check the program brochure to determine the allowable number of nights. The maximum number of nights that will be supported is typically 2 for a special institute, 3 for the Annual Institute, and 4-5 for a short course. Please see attached.

**FINAL EXPENSES** ===== \$ \_\_\_\_\_

**4. REFERENCE LETTER** – Please attach at least one reference letter. Refer to the general guidelines for more information.

**Certification**

By typing my name or entering my digital signature below, I certify that I am the applicant and that the information given on this application is complete and accurate.

\_\_\_\_\_  
Date of Application

\_\_\_\_\_  
Name

\_\_\_\_\_  
Digital Signature



**Non-Constituent Law School (CLS) Student Attendance Program**

**Reimbursement Request Form for Travel and Accommodations**

For requests covering more than one student, please modify this form accordingly. See program brochure for number of nights, conference hotel rates, and other guidance.

SCHOOL: \_\_\_\_\_

STUDENT: \_\_\_\_\_

INSTITUTE and DATES: \_\_\_\_\_

Dates of Arrival-Departure: \_\_\_\_\_

**Transportation** from \_\_\_\_\_ to \_\_\_\_\_

**Lower of:** (1) \$.20 x \_\_\_\_\_ miles plus necessary tolls = \$ \_\_\_\_\_ **OR**

(2) Lowest 14-day advance round-trip economy airfare = \$ \_\_\_\_\_

& airport shuttle, up to \$50 round-trip = \$ \_\_\_\_\_

**Hotel + tax** \_\_\_\_\_ # of nights\* ( \_\_\_\_\_ max) x \$ \_\_\_\_\_ /night max + tax = \$ \_\_\_\_\_

(phone calls, meals, movies, laundry, & valet services are not covered.)

\*typically 2 for a Special Institute, 3 for the Annual Institute, and 4 or 5 for a Short Course (see below)

**FINAL EXPENSES** ===== \$ \_\_\_\_\_

Please issue the reimbursement check in the name of (name of student):

\_\_\_\_\_

Please mail the reimbursement check to (mailing address of student):

\_\_\_\_\_

\_\_\_\_\_



## Non-Constituent Law School (CLS) Student Attendance Program

### Estimated Room Fees and Nights for Special Institutes for 2020

#### **Young Natural Resources Lawyers and Landmen Institute**

Oxford Hotel Denver

March 2-3, 2020 - Denver, CO

2 nights - \$199/night

#### **Financing Oil & Gas and Mining Acquisitions and Projects**

Sheraton Downtown Denver

April 16-17, 2020 – Denver, CO

2 nights - \$179/night

#### **Public Land Law, Regulation, and Management**

Eldorado Hotel Santa Fe

May 7-8, 2020 – Santa Fe, NM

2 nights – \$199/night

#### **Oil & Gas Agreement: Purchase and Sale Agreements**

Eldorado Hotel Santa Fe

May 7-8, 2020 – Santa Fe, NM

2 nights - \$199/night

#### **66<sup>th</sup> Annual Institute**

Little America Salt Lake

July 23-25, 2020 – Salt Lake City

3 nights - \$166/night

#### **Onshore Oil & Gas Pooling and Unitization**

Westin Westminster

October 8-9, 2020 – Westminster, CO

2 nights - \$209/night

#### **Annual Water Law Institute**

Manchester Grand Hyatt San Diego

November 18-19, 2020 – San Diego, CA

2 nights - \$249/night



**ROCKY MOUNTAIN**  
MINERAL LAW FOUNDATION

## Non-Constituent Law School (CLS) Student Attendance Program

### Estimated Room Fees and Nights for Short Courses for 2020

#### **International Mining Law Short Course**

InterContinental Santiago

September 21-24, 2020 – Santiago – Chile

4 nights - \$170/night

#### **International Oil & Gas Law, Contracts, and Negotiations**

Westin Galleria Hotel

Part One – September 21-25, 2020 – Houston, Texas

Part Two – September 28 – October 4, 2020 – Houston, Texas

4 nights - \$209/night

#### **Oil & Gas Law Short Course**

Westin Galleria Houston

October 19-23, 2020 – Houston, Texas

4 nights - \$209/night