Associated Students Incorporated
CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Conference Attendees Policy
Approved and adopted per BD 81-20 | June 9, 2020

Purpose: The purpose of this policy is to establish travel eligibility for students within Associated Students, Incorporated (ASI) to attend leadership conferences, statewide gatherings, and any type of travel that ASI sponsors. Furthermore, it serves to establish a code of conduct and behavior expectations for the persons traveling on behalf of ASI and to ensure maximum participant development while taking into account adequate risk management as well as ensure fiscal responsibility.

I. To be eligible for travel, the following forms must be completed and submitted at least three weeks before travel or within the specified time frame given by the delegated authority responsible for the planning of the trip:

   A. Travel Participation & Responsibility Agreement (this policy, see below)
   B. Travel Approval Form (ASI Finance Policy)
   C. Waiver of liability, assumption of risk, and indemnity agreement

II. All ASI student representatives must ensure that the funding being used will result in an improvement in one of the following areas: training in student leadership or development , knowledge or preparation for a specific position within ASI, or representation of CSUSB at the local or statewide level.

III. The participant, if approved must sign below recognizing that they have read and understand the Travel Participation/Responsibility Agreement.

Revised: Per BD 81-20, 06-09-20

Travel Participation/Responsibility Agreement

I, _____(print full name), hereby agree to fulfill all of the terms and conditions listed below as an attendee of the:_____

I understand that as a representative of the Associated Students Inc., I have been selected to represent the interests of my department. As a representative,

I understand than any actions I take at the conference may negatively or positively affect opinions of others about the department and CSUSB.

I understand that a considerable amount of money is being spent by the Associated Students Inc. to provide me with this educational opportunity. I will personally benefit from full participation, as well as my organization through my experience when I bring back and share the knowledge, experiences, and ideas I gain with others.

I understand that as a representative of the Associated Students Inc. and CSUSB, I will stay with the group at the designated site of the event and return with the group via transportation provided and approved by CSUSB.

I will attend and participate in each aspect of the conference, unless otherwise excused by the professional staff member attending the conference.

I understand that upon my return, I will be required to submit a conference evaluation (due one week after return).

I will notify an Associated Students Inc. full-time staff member if I plan to leave the conference hotel or group.

I understand that by signing this contract I am responsible to attend _____. Participants will need to reimburse the Associated Students Inc. for all expenses that have been utilized for my participation with the exception of a valid documented emergency approved by the ASI Executive Director for which the ASI Executive Assistant will maintain the record.

As an attendee, I will engage in behaviors, which are responsible, mature, and professional. Use of illegal substances, disruptive, abusive, or inappropriate behavior in violation of conference, hotel, or institutional rules or the law will result in dismissal from the conference. If I am asked to leave or am reprimanded for my actions, I understand that I may have to reimburse the Associated Students Inc. for any and all expenses that have been covered for my participation in the conference and may face disciplinary action. This includes registration, travel, hotel, meals, and any other expenses that may have been incurred on my behalf.

I understand that I must adhere to all policies and expectations outlined in the CSUSB Student Code of Conduct or Title IX policy. If my actions are in violation of these policies, I may be subject to disciplinary action up to and including termination.

I agree to provide emergency contact information to Associated Students Inc. prior to departure.

I understand that the Associated Students Inc. will provide the following:

- ☐ Transportation to and from the conference. It is my responsibility to get to and from the agreed upon meeting location prior to departure.
- ☐ Lodging upon arrival at the conference. I am personally responsible for any expenses incurred in the event that I separate from the group.
- ☐ Conference registration and included meals.

Printed Name _____

Signature _____