Conference Contract Policies/Procedures Addendum
This addendum is to supplement the Policies and Procedures for WSE Groups.

Attending conferences, workshops, and other forms of professional development is strongly encouraged by WSE Academic Affairs. We believe that many wonderful opportunities can be experienced by students who have the chance to attend such events. Because we understand that such activities can be expensive for college students, we provide partial financial support to assist our student groups’ participation.

The information below explains the policies and procedures to receive financial support for student group attendance at conferences.

Conference Contract
- Before attending any conferences, all attendees must complete and sign a Conference Contract. If a student does not sign the contract, the student is not eligible to use university funds to travel.
  - It is the organization president’s responsibility to make sure everyone interested in attending the conference knows about the contract.
  - Signed contracts have to be given to the staff advisor before the registration is paid.
  - To be eligible to receive conference funding, a student has to be in good academic standing.

WSE Funding
- To ensure a level of accountability, WSE expects that students contribute a portion of their own money to cover the expenses for attending a conference.
  - The actual amount will be determined in consultation between the student groups’ e-board and staff advisor.
  - A budget for trip expenses should be made by the e-board and presented to the staff advisor.

Responsibility to Participate
- All students who have signed a Conference Contract and have had some WSE funding paid on their behalf to attend a conference are responsible to attend. If a student DOES NOT attend the conference, s/he will be expected to reimburse the WSE account.
  - All efforts to attend the conference should be made by the student. However, there may be certain circumstances where a student cannot attend the conference as planned.
    - Emergency Situations: Family emergency, death in the family, etc.
    - Non- Emergency Situations: Scheduling conflict, academic issue, etc.
  - When a situation arises that causes a student not to be able to attend the conference, s/he should make all efforts to find an alternate to attend in his/her place. If that cannot occur, the student will be responsible for reimbursing the WSE account. As soon as a student knows s/he can’t attend the conference, s/he needs to alert the organization chapter president and the staff advisor.
    - If a chapter has multiple persons and/or situations where people do not attend a conference and reasonable alternatives cannot be found, the chapter may not receive financial support from WSE to attend future conferences.

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