

Extra-Class Activity/Conference Travel and Attendance Agreement

Name of Conference

Date of Conference

Location

I understand that I am attending this conference/activity as a representative of Santa Rosa Junior College (SRJC) and that my expenses are paid by the students of SRJC or the College. I understand that I am expected to attend all conference sessions and activities. I understand that I will need to submit a written report of my participation at the conference. I understand that I am to conduct myself in a responsible manner and agree to the following:

- ☞ I must be enrolled at Santa Rosa Junior College.
- ☞ It is mandatory for a College designated Advisor to attend any College sponsored activity involving travel.
- ☞ **No Alcoholic Beverages; Drugs.** California State Education Code and Santa Rosa Junior College prohibit alcoholic beverages or illegal substances being consumed during a college function regardless of a student's age.
- ☞ No inappropriate behavior will be allowed, nor any behavior that would endanger others or reflect negatively on SRJC. Any member that causes damages to the facility is liable for replacement costs.
- ☞ No unapproved guests will be permitted to participate in the Conference/Activity.
- ☞ Each student must travel with the delegation to and from the Conference/Activity, utilizing the transportation provided by the College.
- ☞ I will attend all functions and activities as posted in the Conference/Activity Program/Schedule.
- ☞ I will not leave the Conference/Activity facility unless approved by the SRJC Advisor of the delegation.
- ☞ I will be in my assigned guest room/accommodation provided by the College by at least 1:00 am each night. I may not be in the room, after this time, of any other attendee or guest, or in one of the other rooms provided by the College. Additionally, no other person may stay in a room paid for by the College.
- ☞ I have read and understand the SRJC District Student Conduct Standards and Associated Students Code of Ethics.
- ☞ Any special circumstance beyond the agreements on this form must be approved by the Director of Student Affairs or his/her designee.
- ☞ I will submit a written report within two (2) weeks summarizing my conference participation.
- ☞ I understand that if I do not attend or otherwise do not meet the requirements of this agreement, I will be held financially responsible to reimburse the appropriate budget for costs incurred.

Turn this agreement in to your Advisor by _____.

I understand that violation of this agreement may result in my immediate return to my home at my own expense.

Signature

Print Name

Date

Title/Position

- ☞ If applicable, special circumstances of this trip approved by the Director of Student Affairs/designee:
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Staff Signature