

LAC Guidelines for Funding Conference Attendance

It is often desirable for the WWU Associated Students Legislative Affairs Council (LAC) to help fund student attendance at overnight conferences and training events. The LAC uses student dollars to help sponsor attendance. The AS maintains a policy of responsible stewardship of student funds, therefore LAC has established the following criteria for approving funds for overnight student conferences and trainings.

1. Students wishing to attend overnight events must submit a completed LAC conference attendance application to attend.
2. The application to attend must be open to all members of the AS and made available at least fourteen (14) calendar days before final LAC approval of funds.
3. The opportunity to apply should be publicized as widely as possible by LAC and trip sponsors.
4. Applications are to be screened and evaluated by LAC which will provide justification for their selections. A quorum of LAC members will screen and select attendees in executive session and provide justification for the selections.
5. Delegations to conferences should be representative of WWU's student population and seek to promote inclusivity and diversity.
6. When possible, delegations should maximize the use of hotel rooms (ie. Filling all rooms, sending multiples of 4).
7. Events should be consistent with the LAC Charge and Charter as approved by the AS Board of Directors.
8. Attendees who are also on the LAC as voting members are strongly encouraged to abstain from voting on their own attendance to ensure an ethical process.
9. Priority may be given to attendees who have not previously attended the conference in consideration to ensure that student money is spent equitably. The LAC should carefully consider the benefits each conference attendee will provide the AS and WWU upon their return.
10. Conference attendees are to assist the LAC and VP for Governmental Affairs in all trip planning and preparation in whichever way the VP for Governmental Affairs sees fit.
11. If funds are approved, the LAC may allocate funding for travel, conference registration, lodging, and per diem at the Bellingham rate in accordance with AS policy. LAC funds allocated as a per diem allowance for attendees are subject to all relevant AS and WWU policies as well as State and Federal law.
12. When possible, LAC should endeavor to provide funding in the form of a loan or an underwrite to delegations not sponsored by an office of the Associated Students in an effort to ensure accountability and to promote the health of the Legislative Action Fund.
13. On their return, all conference attendees are to submit a conference evaluation form in person at an LAC meeting. If this is not possible, an evaluation may be presented to the VP of Governmental Affairs at the VP's discretion.