

LAC Guidelines for Funding Out of State Conference Attendance

It is often desirable for the WWU Associated Students Legislative Affairs Committee (LAC) to help fund student attendance at out of state conferences and training events. Because the LAC uses student dollars to help sponsor these trips, and because the AS maintains a policy of responsible stewardship of student funds, the LAC has established the following criteria for approving funds for out of state student conferences and trainings.

1. Students wishing to attend out of state events must submit an application to attend.
Applications will be created by the trip leader or organizer in a way that allows for an unbiased assessment of student qualifications to attend. The application to attend is to be open to all members of the AS and made available for at least fourteen (14) calendar days. The opportunity to apply should be publicized as widely as possible. Applications are to be screened and evaluated by LAC members who will provide justification for their selections. In the event of LAC sponsorship of an AS delegation to a conference or event, the full LAC will screen and select attendees and provide justification for the selections.
2. Delegations to conferences should be representative of WWU's student population and seek to promote inclusivity and diversity.
3. When possible, delegations should maximize the use of hotel rooms (ie. Filling all rooms, sending multiples of 4).
4. Events should include direct lobbying of legislators or agenda setting for organizations affiliated with WWU.
5. Attendees who are also on the LAC as voting members must abstain from voting to approve funds for the event they will be attending.
6. No student (excluding the Vice President for Government Affairs and the AS President) should be sent to the same conference more than once so as to promote equality of opportunity for WWU students.
7. Attendees must submit a statement of intent detailing how they will utilize their experience at the event to advocate for WWU students and how they intend to ensure students get the most value possible for their funds.