

LAC Guidelines for Funding 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 a completed LAC attendance application to attend.
2. The application to attend is to 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 members who will provide justification for their selections. A quorum of LAC members will screen and select attendees in executive council 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 Official Charge 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 so as to ensure an ethical process.
9. Priority is to be given to attendees who have not previously attended the conference in consideration so as to ensure that student money is spent equitably and accessibility to AS resources is ensured for all students. The LAC should carefully consider the benefits each conference attendee will provide the AS and WWU on their return.
10. 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.
11. Conference attendees are to assist the LAC and VP for Government Affairs in all trip planning and preparation.
12. The LAC will allocate funds only for travel, conference registration, lodging, and per diem at the Bellingham rate. 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.
13. When possible, LAC should endeavor to provide funding in the form of a loan or an underwrite to non-AS applicants in an effort to ensure accountability and to promote the health of the Legislative Action Fund.
14. On their return, all conference attendees are to submit a conference evaluation form in person at an LAC meeting.