

Revised LAC Guidelines for Funding Conference Attendance **May 7th, 2015**

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 process for approving funds for overnight student conferences and trainings, and has also provided the criteria for chosen delegates.

Process

1. Events should be consistent with the LAC Charge and Charter as approved by the AS Board of Directors.
2. Students wishing to attend overnight events must submit a completed LAC conference attendance application to attend.
3. The application to attend must be open to all students and made available at least fourteen (14) calendar days before final LAC approval of funds.
4. The opportunity to apply and LAC's criteria for applicants must be publicized as widely as possible by LAC and trip sponsors. The following should be done for each conference funding opportunity:
 - a. Reaching out to relevant clubs
 - b. Doing class-talks
 - c. Emailing listservs
 - d. Utilizing social media
 - e. Considering print publicity
5. LAC must practice meaningful and continuous outreach with marginalized groups by always communicating conference attendance opportunities with the ESC, ROP, and relevant clubs when they arise.
6. Before each application period, LAC members should revise the questions on the application if needed. Prior to reviewing applications for each conference, LAC members must weight which criteria and questions should be considered more heavily in selecting delegates.
7. LAC must make special consideration of the accessibility of the application to all students by ensuring that effort is put into educating students about the conferences and trainings so that students have the opportunity to write informed applications. This should be done by providing the following:
 - a. Detailed information about each conference at the beginning of the application
 - b. A dependable and often-checked phone number and email at the beginning of the application that people can use to ask questions or request disAbility accommodations.
 - c. Widely publicized office hours in the REP or AS Board Office dedicated to answering questions about the conference application.
8. Each application must clearly state that Western Washington University's equal opportunity statement, the LAC criteria stated below, and any additional criteria specific to that conference in the beginning of the application if available.
9. Applications are to be screened and evaluated by LAC during a confidential executive session where a quorum of LAC members are present. During this, LAC members must:
 - a. Leave the room if it is their application that is being discussed
 - b. Vote on the applicant's' attendance using a closed ballot with their name on it
 - c. Be able to provide meaningful justification for their choices during the executive session discussions

10. The ballots must be counted by the AS Board Assistant for Representation Committees or the VP for Governmental Affairs, and kept confidential. Breaches in confidentiality by any LAC member must be considered seriously by the VP for Governmental Affairs.

11. If funds are approved, the LAC may allocate funding for travel, conference registration, lodging, and reimbursement for meals up to the per diem rate and in accordance with AS and WWU policy.

12. 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.

13. On their return, all conference attendees are to submit a conference evaluation form to LAC for review. This can be required at the VP for Governmental Affairs' discretion. If it is not completed it may impact the likelihood of using LAF funds for that person in the future.

Criteria

1. Chosen delegates for conferences should show a commitment to promoting diversity and inclusion and priority should be given to those active in supporting students of marginalized identities.

2. Chosen delegates should show a strong interest in engaging with student issues and the subject matter of the conference they are attending.

3. Priority may be given to attendees who have not previously attended the conference in consideration to ensure that student money is spent equitably.

4. Priority should be given to students who do not have opportunities for funding through other sources.

5. The LAC should carefully consider the benefits each conference attendee will provide the AS and WWU upon their return.

6. If a conference has additional criteria for delegates, LAC must also recognize those requirements when choosing Western's delegation.