

Extra-Class Activity/Conference Travel and Attendance Agreement

Name of Conference

Date of Conference

Conference Location

Department/Organization/Club Travelling

This agreement details the rules and expectations of all students participating in the conference or activity listed above. This form, in addition to the *College Field Trip, College-Sponsored Activity & Voluntary Activity Waiver, Release & Indemnity Agreement*, must be signed by all students of the delegation before departing for the activity/conference.

By signing this agreement, I affirm that I understand and agree to the following:

- I must be enrolled at Santa Rosa Junior College (SRJC) to attend this conference/activity.
- I am attending this conference/activity as a representative of SRJC.
- I am expected to attend all conference sessions and activities.
- I will conduct myself in a responsible manner and abide by the Sonoma County Junior College District (SCJCD) Student Conduct policy, 8.2.8 and 8.2.8p. Inappropriate behavior, including any behavior that would endanger others or reflect negatively on SRJC, is not allowed.
- It is mandatory for a designated SCJCD employee to serve as Advisor of the delegation and to accompany students for the entirety of any District sponsored activity involving travel.
- Consumption of alcoholic beverages or drugs is prohibited. California State Education Code and SCJCD policy prohibits alcoholic beverages or illegal substances being consumed during a college function regardless of a participant's age.
- Any participant that causes damage to facilities, vehicles, or other equipment during the course of the activity/conference is liable for replacement costs.
- Unapproved guests are not permitted to participate in the conference/activity.
- Students who utilize transportation provided by the District must travel with the delegation to and from the conference/activity.
- I will attend all functions and activities as posted in the conference/activity Program/Schedule.
- I will not leave the conference/activity location unless approved by the Advisor of the delegation.
- If the conference/activity includes an overnight stay, I will be in my assigned room/accommodation provided by the District by at least 1:00 am each night. After this time, I may not be in the room of any other attendee or guest, or in one of the other rooms provided by the District.
- Guests or other persons may not stay in a room paid for by the District.
- I will submit a report to my advisor, within two (2) weeks of the conference/activity, summarizing my participation.
- If I do not attend or otherwise do not meet the requirements of this agreement, I will be held financially responsible to reimburse the District for any expenses from this conference/activity that were incurred on my behalf.
- Violation of this agreement may result in my immediate return to my home at my own expense.
- **Any special exceptions beyond the agreements on this form must be approved by the Dean of Students or their designee.**

Signature

Print Name

Date

Title/Position (If Applicable)

----- Advisor Use Only -----

Date Submitted

Advisor Signature