

Off-Campus Associated Student Union Student Travel Attendance Agreement

The undersigned by virtue of his/her signature on this document acknowledges the following facts and agrees to the following conditions and obligations between himself/herself and East Los Angeles College in regards to the forthcoming trip to

 Name of Conference/ Event

To be held in: _____

On the following dates: _____

Whereas the East Los Angeles College Associated Student Union (A.S.U) will pay for the travel, hotel, and conference expenses, and whereas once incurred these expenses are not refundable to the A.S.U, for which action the undersigned is solely responsible and agree to:

In the event of a cancellation or non-appearance by the undersigned, the undersigned agrees to and will be obligated to fully compensate the A.S.U. for any losses directly or indirectly stemming from such failure to utilize the travel tickets or other non-refundable conference arrangements paid by for the Associated Student Union on behalf of the undersigned.

In the event it becomes necessary to resort to legal action to recover these funds from the undersigned and the A.S.U is the prevailing party in such a suit then the undersigned, in addition to compensation the A.S.U. for the travel expenses, will also be responsible for all legal expenses incurred by the A.S.U. in the pursuit of the recovery occasioned by the undersigned's failure to comply with his/her contractual obligation in this matter.

The only exception to the above shall be an unforeseen catastrophic act fully without control of the undersigned.

 Print Students Full Name

 Student Signature

 Date

 Club Advisor Name

 Advisor Signature

 Date

Off-Campus Associated Student Union Student Travel Attendance Agreement

You have been selected to represent the East Los Angeles College and the college community-at-large. With this opportunity comes both privileges and responsibilities. The following rules and regulations are offered for clarification purposes. All students must read and abide by the College's Standards of Student Conduct code.

1. A "no show" at the event/ conference may result in your payment for all expenses incurred on your behalf by the college. Make all personal and academic scheduling prior to committing to travel dates.
2. At conferences, you are expected to attend workshops, take notes, and prepare for a shared report back to the students unable to attend your session.
3. Drivers of vehicles are expected to have adequate liability and medical insurance.
4. "Partying" in rooms shall be considered a violation of the trust given to you by the college and may be subject to disciplinary action.
5. The advisor must be told of any emergency situation which requires a student to be absent from the event, conference, or from the hotel. If a student is unable to make personal contact, a note should be left in the hotel mailbox.
6. Room service fees for telephone calls, food, pay TV or other personal expenses shall be the responsibility of the student.
7. Original receipts for funds provided must be available at the conclusion of the conference. (Have separate receipts for each expenditure.)
8. Pursuant to Board Rule 9803.19, possession or use of alcohol, drugs, or any other controlled substance is not permitted at college sponsored functions.
9. Pursuant to Board Rule 9803.20, possession of any object that can be used as a lethal weapon is forbidden at all college-sponsored functions.
10. Students must meet schedules for transportation, meals, and workshops on time.
11. Students shall be held responsible and liable for hotel property, missing or broken items, and general decorum. Violation of hotel and college may result in ejection from the premises and premises and disciplinary action.
12. Valuable items which are not required for participation should be left at home. The college is not responsible for lost or stolen items.

I have read the general guidelines, regulations, and LACCD rules for student conduct. I agree to comply with District regulations and college procedures.

Print Students Full Name

Student Signature

Date