

STUDENT LIFE DEPARTMENT
ACTIVITY/CONFERENCE DELEGATE CONTRACT

I, _____, (name) hereby agree to fulfill all terms listed below as a delegate to
_____ (name of activity/conference), from
_____ to _____ (dates).

1. I understand that as representative of Chattanooga State Community College, I must acknowledge and comply with my assigned lodging accommodation. In no instance, unless approved by a college staff member, will I attempt to change my room assignment.
2. I will attend all pre-conference, on-site, and post-conference delegation meetings in which I have been assigned.
3. I will attend and participate in each aspect of the conference, unless excused by the advisor/staff member attending the conference.
4. I understand that I am a representative of Chattanooga State Community College, and have been chosen by my organization to serve as an ambassador that embodies the over-arching goals of the institution. As such a representative, I understand that any actions taken at the conference will negatively or positively affect opinions of others about our organization and Chattanooga State.
5. I understand that I must adhere to all policies and expectations outlined in the Chattanooga State Student Code of Conduct. As a delegate, I will engage in behaviors that are responsible and mature. The consumption of alcoholic beverages (regardless of age), intoxication, use of illegal substances, abusive and/or inappropriate behavior is a direct violation of college policy and may result in dismissal from the delegation and the conference. . If asked to leave, I understand that it is my responsibility to reimburse the organization and/or Chattanooga State Community College for any expenses incurred for my participation at the conference/activity.
6. I understand that upon my return, I may be required to submit a conference evaluation (due one week after return) and work collaboratively with other attending delegates to create a presentation consisting of valuable takeaways. This presentation will occur at a SGA Student Cabinet Meeting. (Only relative to those traveling with funding from the Student Government).

I understand that by signing this agreement, I am making a commitment to serve as a conference delegate and/or ambassador of the college. If, for any reason, I cancel my attendance after the payment for my fee has been submitted, I will be responsible for the reimbursement of expenses to the college.

(Delegate Signature)

(Date)

(Delegate Printed Name)

(A#)