



STEPS FOR SUCCESSFUL CONFERENCE OR MEETING ATTENDANCE

Name of Conference/Meeting

Date of Conference/Meeting

Location of Conference/Meeting

I understand that I am attending this activity as a member of the _____ and a representative of Allan Hancock College. As such, I am expected to comply fully with all articles in the Allan Hancock College Standards (or Guidelines) of Student Conduct as listed in the College Catalog and on the College Website. I understand that I am to conduct myself in a responsible manner and agree to the following:

- ** **NO ALCOHOLIC BEVERAGES; DRUGS.** California State Education Code and Allan Hancock College prohibit alcoholic beverages or illegal substances being consumed during a college function regardless of student's age. (Information on prescription drugs should be included on the medical consent form in advance of my trip.)
- ** Under no circumstances will co-ed roommates be permitted.
- ** I am responsible for my own behavior and conduct, and I will not be under **direct** supervision of college staff.
- ** **No inappropriate behavior** will be allowed, nor any behavior that would endanger the signatory or others. Any member that causes damages to the facility is liable for replacement cost.
- ** **No outside visitors** will be permitted to participate in conference activities.
- ** Any exceptional cases must be approved by the Club or ASBG Advisor before the conference.

By signing below, I accept the terms outlined above and I fully understand that violation of any part of this agreement may result in possible disciplinary action and immediate dismissal from the conference/workshop, and I will then be responsible for arranging to return to my home at my own expense.

Signature of Participant

Printed Name

Date

Signature of Advisor

Printed Name

Date

Advisor must have a copy of this agreement on file for all conference/meeting attendees prior to leaving.

REPRODUCE THIS ORIGINAL FORM FOR EACH PARTICIPANT.

The club or ASBG Advisor must obtain a completed form for each participant and should maintain on file for one year.