



Shippensburg University Student Government Association

Contract of Conduct



This form, along with a Conference Funding Request Form, must be turned in three weeks prior to the conference dates to the SGA Vice President of Finance.

Conference Title: _____

Organization Attending Conference: _____ Organization # _____

Student Group Treasurer Name _____

Date & Times of Conference: From _____ To _____

Number of Advisors Attending _____ Total Number Of Students Attending _____

As the representative of the organization listed above, I hereby agree to fulfill all of the terms listed below as a delegate to the conference on the dates listed above:

1. I understand that as a representative of Shippensburg University Student Services Inc. (SUSSI) and Shippensburg University, I will stay with the delegation at the hotel, and return with the delegation, via transportation as approved in the Conference Allocation Request. Exceptions to the transportation can be made under certain circumstances, at the discretion of the SGA Budget & Finance committee.
2. I will attend and participate in all obligated sessions.
3. I will share all of the information from the educational sessions/workshops with the rest of my student group. I also will submit a one-page written report within two weeks of return from the conference to the SGA Vice President of Finance on what the organization learned at the conference and is bringing back to the University.
4. I recognize that I have read the Budget & Finance Standing Rules regarding Conference Allocations and policies on transportation and meals and will abide by all of these policies. I recognize that failure to abide by these policies will result in penalties as stated in the Standing Rules.
5. I realize that I am a representative of SUSSI and I have been chosen to represent it and its interests. As such a representative, I understand that any actions I take at the conference will positively or negatively affect people's opinions about my student group and my University and as a delegate, I will engage in behaviors which are responsible and mature. Any violations of the Student Code of Conduct (SWATANNEY); use of illegal substances, and disruptive, abusive, or inappropriate behavior, may result in dismissal from the conference or hotel. If I am asked to leave, I understand that I must reimburse the SUSSI for any expenses it covers for my participation in the conference. I also agree that I, and not SUSSI, will be held responsible for any extra expenses that may arise out of property damage bills.

Return completed form to: SGA Vice President of Finance Office Hours: M-F 8:30 a.m. – 4:30 p.m.
 Student Government Association Office Telephone: 717-477-1651
 CUB Room 201 Email: sgavpfinance@ship.edu

