

## **SBA Student Conference Procedures**

### **1. Student Conference Fund:**

- a. Student Conference Committee provides funding for CWSL students to attend legal conferences in order to advance their knowledge of a particular field in the law, to explore cutting edge areas of practice, knowledge or skills, to network with experts or potential employers and to bring back new ideas to CWSL for the benefit of the community.

### **2. Student Conference Committee (“The Committee”):**

- a. Student Conference Committee shall be comprised of three (3) members: Two (2) student members and one (1) senior staff person or full-time faculty member.
- b. Student Committee Members:
  - i. Student committee members shall be students in good standing and have completed ten (10) units of study at CWSL.
  - ii. The two (2) student members shall be selected by the SBA President and then approved by the Board of Representatives. The President shall have full discretion in the appointment process, including but not limited to personally serving on the committee or requesting that an SBA Student Representative fill the position.
  - iii. Students shall serve for one (1) academic year beginning May 1<sup>st</sup> of each year.
  - iv. If a student member is unable to complete his or her term for any reason, then the SBA President will appoint a replacement student member for remainder of the term.
  - v. Students who complete their term on this committee may be given preference to receive funds in future trimesters.
- c. Non-Student Committee Members:
  - i. The Assistant Dean will facilitate the appointment of one (1) faculty or senior staff person to serve on the committee. The Assistant Dean of Student & Diversity Services may also serve on the committee if no one can be appointed.
  - ii. Staff and faculty committee members shall serve for one (1) academic year beginning May 1<sup>st</sup> of each year.

### **3. Committee Member Duties:**

- a. The two (2) student members appointed to the Committee shall agree on a Chairperson.
- b. The Chairperson shall carry out all duties necessary to effectively manage the committee, including but not limited to:

- i. Manage all committees meetings;
  - ii. Manage all communications with students inquiring about the Student Conference Funds availability, procedures, etc.
  - iii. Manage and record data regarding all student information of those who apply for the Student Conference Fund in a spreadsheet and provide data to the Assistant Dean of Student & Diversity Services at the end of each trimester.
- c. All committee members will work in good faith to choose recipients in a fair and objective manner.
  - d. Committee members shall determine the awardee(s) based on each applicant's personal statement.

4. Application Criteria:

- a. In order to receive funds, the applicant must complete an application and meet the following criteria:
  - i. Completed one (1) trimester at California Western School of Law;
  - ii. Good academic standing with California Western School of Law pursuant to Academic Policy section 7.13; and
  - iii. Certify the following:
    1. The student provides proof of having attempted to secure funds or reduce costs through other means and is using the funds only as intended, pursuant to subsection 5(d); or the student has applied for a scholarship or funding to the conference and was unable to receive scholarship.
    2. Student will not be using other Student Bar Association funding to attend another conference or event during the same trimester.
- b. Application Requirements
  - i. To be considered for an award from the Student Conference Fund, the student must submit a completed application providing the following information:
    1. Name
    2. Student Identification Number
    3. E-mail address
    4. Address/Telephone Number
    5. Conference/Event Name
    6. Conference/Event Date
    7. Conference/Event Fee (if applicable)
    8. Detailed Estimated Travel/Lodging Expenses
    9. Personal Statement of Intention [no more than 1000 words]
      - a. Answer the following prompts in your personal

statement. (The Committee will be looking for applicants who will further the California Western mission statement, be a professional representative for California Western, and will gain a diverse point of view to bring back to our community):

- i. How will this benefit California Western, students, and/or other organizations?
  - ii. How will your professional skills be improved from attending this conference?
  - iii. How will participating in this conference further your professional identity?
10. List any conferences you have attended while enrolled at California Western.
  11. Certification of Good Academic Standing signed by the Assistant Dean for Student & Diversity Services.

5. Conference Award Selection:

- a. The Committee will set an application deadline within two (2) weeks of the commencement of this committee.
- b. The Committee will meet, in person or electronically, one (1) week after the deadline to review applications and award funds.
- c. The Committee shall have full discretion in selecting awardee(s) and dispersing the amount approved by the Board of Representatives each trimester. The Committee should not request funds exceeding \$1,500 and each applicant's award should not exceed \$750.
- d. The Board of Representatives will approve source (current trimester budget, dues, or carry forward) and amount of funding each trimester. The funds shall **ONLY** be applied towards the cost of:
  - i. Conference Fees
  - ii. Lodging
  - iii. Travel and Transportation
  - iv. *Funds may **not** to be used to reimburse any applicants purchase of food, beverages, libations, souvenirs, gift, etc.*
- e. Once the award(s) are determined, the Committee Chairperson will notify all applicants of the decision forthwith.
- f. If for any reason, a student is unable to attend the designated conference, he or she must immediately inform the Committee Chairperson of their inability to attend.
- g. Upon being notified of the student's inability to attend their conference, the Committee Chairperson will notify the next alternative student(s).
- h. Failure to attend the conference once funds have been awarded will result in disqualification from future application cycles unless the Committee finds good cause for failure to attend.

- i. No student may be awarded more than one (1) travel award during their tenure at California Western, but may apply multiple times.
- j. Students shall not apply for the Student Conference Fund while serving on the Committee.

6. Post Conference Requirements:

- a. In order to ensure that the entire California Western community is enriched from the Student Conference Fund, each student recipient will be required, upon their return, to actively participate in the fundraising efforts of the Student Conference Fund Committee (See Section 7 below) and complete (i) and either (ii) or (iii):
  - i. Write an article for “The Commentary” or record a reflection with the school detailing his or her experience and providing pertinent information of the conference and areas of law discussed; and
  - ii. Participate in a panel event with other Student Conference Fund award recipients by the end of the academic year hosted by the Student Conference Fund Committee or sponsored by another student organization, or
  - iii. Serve on the Committee for at least two (2) academic trimesters.
- b. Reimbursement:
  - i. Student recipients will be responsible for paying and covering all fees, in regards to the conference, **before** receiving funding.
  - ii. Students must complete a Student Conference Reimbursement form(s) with an itemized receipt(s) to the Student Bar Association Treasurer within sixty (60) days of returning from the conference to receive full reimbursement.
  - iii. If the conference is during a trimester recess, the student must turn in the reimbursement form(s) and itemized receipt(s) to the Student Bar Association Treasurer within sixty (60) days of commencement of the next trimester.

7. Fundraising

- a. The SBA, at the direction of this Committee, will engage in their best efforts towards hosting or co-hosting at least one (1) fundraiser each academic year to replenish funds to the Student Conference Fund for the next year.
- b. The fundraiser may be organized in conjunction with an already scheduled fundraiser or event hosted by a school organization. The fundraiser may also be held in conjunction with the panel event. (See Section 6(a)(ii).