

Standards for Student Conference Funding

Individual students may request funding for conference registration fees, or conference registration fees and conference travel costs. All requests should be submitted to the Deans' Office. The Assistant Dean for Student Affairs will notify students via email of the outcome of their request for funding within two weeks of their submission of a complete application. Funding for conference registration fees is provided by the Office of Career Planning (OCP), and funding for conference travel is provided by the Deans' Office.

OCP encourages students to attend career-related conferences and events, such as practice area conferences and symposia, seminars, workshops, bar association events, job fairs, or other similar professional gatherings. OCP will approve funding for conference registration fees if the application requirements are met.

The Office of Student Affairs encourages students to attend conferences to promote or benefit the law school and its student organizations. The Assistant Dean will approve funding for conference travel if the application requirements are met.

If you have any questions about student conference funding, please contact the Deans' Office at (415) 422-6304 or email at lawstudentaffairs@usfca.edu.

A. Requirements for and Limitations on Funding

1. Individual students must submit complete applications at least two weeks prior to the anticipated conference. Completed applications may be submitted in hard copy to the Deans' Office in Kendrick 328 or via email to lawstudentaffairs@usfca.edu.
2. Funding for conference registration is limited to \$200 per student during his or her academic career at USF.
3. Funding for conference travel is limited to \$300 per student during his or her academic career at USF. This benefit is only available for conferences located more than 80 miles away from USF. Only airfare, ground transportation, and lodging are eligible for reimbursement. You will not be reimbursed for expenses related to food, entertainment, alcohol, car rentals, gas, or premium ride sharing services.
5. Students seeking funding must be in good academic standing to be eligible to receive funding. By submitting an application, the student gives the Deans' Office permission to verify his or her academic standing.
6. The following applications will not be considered:
 - a. Incomplete or late applications
 - b. Applications that include funding requests for more than one conference
 - c. Applications for expenses incurred at a conference that has already occurred
 - d. Applications for moot court competitions (instead, students should contact the Director of Moot Court Programs)
 - e. Applications for political campaigning conferences or events
 - f. Applications for tickets to galas, dinner events, and similar social or fundraising events, even if hosted by an appropriate professional organization
 - g. Applications by students during the first semester of their first-year of study
7. Class participation and attendance is critical to success in law school. All class absences to attend conferences are not excused, even if law school funding has been approved.

B. Application Checklist

1. A complete application to request funding for conference registration fees must include:
 - a completed petition, including a signed copy of the University Release and Waiver;
 - a copy of the Conference registration form;
 - a copy of the Conference schedule;
 - a paragraph explaining the extent to which the conference includes job fairs, networking opportunities, and other career-related resources.
2. A complete application to request funding for conference registration fees and conference travel must include:
 - a completed petition, including a signed copy of the University Release and Waiver;
 - a copy of the Conference registration form;
 - a copy of the Conference schedule;
 - a proposed detailed, itemized budget for the requested funding for airfare, ground transportation, and lodging; and
 - a paragraph explaining how attending the conference will promote or benefit your professional development, your student organization, or the law school.

C. Process for Obtaining Reimbursements if Your Application is Approved

All approved applications are paid through reimbursement only. You must follow the requirements listed below to request your reimbursement. Failure to follow these requirements may result in a delay in your reimbursement or a denial of your request for reimbursement. Put another way, we need all of the paperwork described below to process your request.

1. Complete the "Expense Report for Non-Employees" form, which is available online [here](#). All fields must be completed, except the Fund/Org/Account/Program, USF Contact Person, and Dept. Authorization Signature fields. You must sign and date the form where it indicates "Payee Signature." Reimbursement will be mailed to the address listed on the Expense Report.
2. If you prefer to receive payment via direct deposit, complete the "Direct Deposit" form, which is available online [here](#). If you have previously signed up for direct deposit, your payment will default to this type.
3. Collect original, itemized receipts for each expense. General credit card receipts that indicate the total amount spent are insufficient.
4. After the conference is over, draft a conference assessment statement. Follow the guidelines below to determine what your statement should include.
 - a. For students receiving conference registration funding only, describe how the conference benefited your career development and provide two follow-up steps you intend to take to further your career development (approximate length is one or two paragraphs).
 - b. For students receiving conference registration and travel funding, describe how the conference benefited your career development, provide two follow-up steps you intend to take to further your career development, and describe how the knowledge and information that you gained at the conference will benefit the law school community and your student organization (approximate length is one page).
5. Submit your Expense Report, Direct Deposit form (optional), itemized receipts, and conference assessment statement within **two weeks** of the conference date. You may submit these documents in hard copy to the Deans' Office in Kendrick 328 or via email to lawstudentaffairs@usfca.edu.

Petition for Student Conference Funding

Registration Fee Only

I am requesting funding for conference registration fees.

Registration Fee and Travel Costs

I am requesting funding for conference registration fees and conference travel.

Attendee Information

Name: _____ Date: _____

USF Email: _____ Law School Year: _____

Student Organization Affiliation & Position: _____

Conference and Funding Information

Conference Name: _____

Conference Dates: _____ Registration Fee for Attendance: _____

Total Travel Costs Requested (if applicable): _____

Provide a detailed, itemized budget for reimbursement as a separate attachment.

Students are encouraged to seek funding from their parent or sister student organizations and are expected to contribute a portion of their cost of attendance. Please indicate any other sources of funding that you have already obtained or requested:

Required Acknowledgement

I, _____, acknowledge that I have read and understand the USF School of Law's Standards for Student Conference Funding and agree to comply with the requirements, limitations, and process related to applying for funding and requesting reimbursement. I understand that my failure to comply with the requirements, limitations, and process related to funding and reimbursement may result in a denial of my application or my reimbursement. I understand that if I do not attend the conference for any reason, I will not be eligible for reimbursement of any expense related to the conference.

Signed: _____ Date: _____

**RULES AND REQUIREMENTS, MEDICAL CONSENT, RELEASE
AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND
INDEMNITY AGREEMENT**

I, _____, hereby acknowledge that I have voluntarily elected to participate in ("Activity") to be held in and around _____ on _____ to _____ in consideration for being permitted to participate in the Activity, I hereby acknowledge and agree to the following:

ELECTIVE PARTICIPATION: I acknowledge that my participation is elective and that the Activity is unsupervised.

RULES AND REQUIREMENTS: I agree to conduct myself in accordance with University of San Francisco ("USF") policies and procedures, including the conduct standards which appear in the most current *Fogcutter Student Handbook*. I further agree to abide by all the rules and requirements of the Activity. I grant USF the right to terminate my participation in the Activity if it is determined that my conduct is detrimental to the best interests of the group or violates any rule of the Activity.

INFORMED CONSENT: I have been informed of and I understand the various aspects of the Activity. I understand that as a Participant in the Activity I could sustain serious personal injuries, illness, property damage, or even death as a consequence of not only USF's actions, inactions or negligence, but also the actions, inactions or negligence of others, conditions of equipment used, and that there may be other risks not known to me or not reasonably foreseeable at this time. I further understand and agree that any injury, illness, property damage, disability, or death that I may sustain by any means is my sole responsibility.

RELEASE AND WAIVER OF LIABILITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, **HEREBY RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE** the University of San Francisco, its directors, officers, employees and agents (hereinafter referred to as "Releasees") for any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

ASSUMPTION OF RISK: I understand that there are potential dangers incidental to my participation in the Activity, some of which may be dangerous and which may expose me to the risk of personal injuries, property damage, or even death. I understand that these potential risks include, but are not limited to: travel; consumption of food; weather conditions; criminal activities; negligent or willful acts of other participants; negligent first aid operations or procedures of Releasees; and other risks that are unknown at this time.

I KNOWINGLY AND VOLUNTARILY ASSUME ALL SUCH RISKS, BOTH KNOWN AND UNKNOWN, EVEN IF ARISING FROM THE NEGLIGENCE OF RELEASEES, and assume full responsibility for my participation in the Program.

INDEMNITY: I, on behalf of myself, my personal representatives, heirs, executors, administrators, agents, and assigns, agree to hold harmless, defend and indemnify the Releasees from any and all liability, including any and all claims, demands, causes of action (known or unknown), suits, or judgments of any and every kind (including attorneys' fees), arising from any injury, property damage or death that I may suffer as a result of my participation in the Activity, **REGARDLESS OF WHETHER THE INJURY, DAMAGE OR DEATH IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.**

CHOICE OF LAW/SEVERABILITY: I hereby agree that this Agreement shall be construed in accordance with the law of the State of California and that this Agreement is intended to be as broad and inclusive as permitted by such law. I further agree that if any portion hereof is held invalid, the balance shall, notwithstanding, continue in full force and effect.

HEALTH/SAFETY: I am aware of all applicable personal medical needs, and I am unaware of any health-related reasons or problems which preclude or restrict my participation in the Activity. I have arranged, through insurance or otherwise, to meet any and all needs for payment of medical costs while I participate in the Activity. I understand and agree that USF is not obligated to attend to any of my medical or medication needs during the Activity, and I assume all risk and responsibility therefor. If during the Activity I require medical treatment or hospital care, in a foreign country or in the United States, USF is not responsible for the costs or quality of such treatment or care. **I agree that USF may, but is not obligated to, take any actions it considers necessary under the circumstances regarding my health and safety. I further agree to pay all expenses relating thereto and release USF from any liability for any actions it may take.**

I HAVE READ THIS AGREEMENT AND FULLY UNDERSTAND ITS TERMS. I AM AWARE THAT THIS AGREEMENT INCLUDES A RELEASE AND WAIVER OF LIABILITY, AN ASSUMPTION OF RISK, AND AN AGREEMENT TO INDEMNIFY THE RELEASEES. I UNDERSTAND I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING THIS AGREEMENT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

Signature

Date