

CSU Conference and Meeting Policy

To attend conferences or meetings with funding or reimbursement from CSU and/or union-requested release time, a written request must be submitted to the Executive Board including the member's name, event title, dates attending, and the itemized costs to be paid/reimbursed. The request should also include the purpose for attending-including the list of workshops/courses to be taken-and if the member has attended this particular event previously. Requests do not guarantee approval.

After attending the event, the member must electronically submit a written report (see attached) that summarizes the experience and evaluates the event. This report may be used as a reference for members who want to attend a similar event and may be excerpted as a testimonial for the CSU website. Members may also be asked to give a brief verbal report to the membership at a Chapter meeting so that other members benefit from their experience. Reimbursement is contingent upon meeting these requirements. Members who have had their conference prepaid by CSU and do not attend their workshops/courses may be denied future funding and/or expected to reimburse CSU.

Executive Board members may be exempt from this policy. Since elected officers are expected to be effective leaders, developing skills and associations outside of CSU may provide opportunities for mentoring as well as broaden expertise. One of the many responsibilities that may contribute to effective leadership is networking with other union leaders/members in order to remain apprised of relevant goings-on outside of CSU. Participating in events outside CSU is one way to accomplish this ongoing challenge.

Event Funding Request

CSU member making request:
Event Title:
Date:
Location:
Cost:
Request for CSU Reimbursement:
Workshops member will attend:
Reason(s) or purpose for attending this specific event:

Conference/Event Report Summary and Evaluation Form

CSU attendee:
Event attended:
Date(s):
Location:
Workshops attended, with a brief summary of what you learned from each workshop:
Did you think this was a worthwhile event? Why, or why not?
Would you recommend this event to other CSU members?