



## Building on Foundations Attendance Policy

As stated in the National Leadership contract, you acknowledge that if elected as a national leader, attendance during the entirety of Building on Foundations (BOF) on May 19-21\*, 2017 is **mandatory**. This is the only meeting during the year that is focused on our National Leaders and will be the only time that all of our leaders will be in one place, which is why it is so imperative that you attend.

### AMSA Provides:

1. Transportation to Building on Foundations at the AMSA National Headquarters in Sterling, VA.
2. Hotel accommodations for the duration of the meeting
3. Select meals will be provided with acknowledgement of dietary restrictions
4. A wonderful weekend filled with networking, leadership skills, and preparation for the rest of the leadership year.

### National Leader Understands:

1. There is a travel cap of \$350, any costs over this amount will be incurred by the National Leader and not by AMSA. AMSA will invoice the National Leader for any expenses above the travel cap and expect to receive payment within 30 days. (\$500 dollar cap is only for our designated International leaders that are currently residing **outside** of the United States). Leaders are expected to purchase the least expensive coach fare possible per AMSA policy.
2. There are different expected arrival times for the Board of Trustees, Chairs, Regional Directors, and Coordinators. The National Leader understands that they are expected to adhere to these arrival times.\*
3. While AMSA does provide hotel accommodations, we do expect that you will share a room with other National Leaders. You have the option to upgrade to a private room based on availability. AMSA will pay up to ¼ of the costs associated with any leader that wishes to upgrade to a private room. The National Leader will be responsible for the remainder of the cost to upgrade.
4. The leader understands that if they are unexpectedly unable to attend Building on Foundations for **any reason**, they will be responsible for the entirety of the costs

associated with travel to the meeting. (For example, cost of nonrefundable airfare or cancellation fees.)

5. The leader understands that they will confirm travel plans at least **4 weeks prior** to Building on Foundations. If this has not been completed, AMSA reserves the right to remove the leader from their position and find a replacement per CBIA guidelines, (Article VII, Sec. 3)
6. The leader acknowledges that because of the importance of this national meeting, that missing any part of the meeting is unacceptable. Attendance during the meeting will be noted. Any student that has traveled to Building on Foundations but does not attend, or misses a significant portion of the meeting will be responsible for the entirety of their travel costs.

*\*Please note: Expected arrival dates vary by position. Board of Trustees members and Action Committee Chairs acknowledge that if elected as a national leader, attendance during the entirety of Building on Foundations (BOF) on May 18-21, 2017 is **mandatory**.*

If elected, the undersigned agrees to the **mandatory** attendance policy for Building on Foundations. If you have any questions regarding this policy, please e-mail the Vice President of Leadership development, [vpld@amsa.org](mailto:vpld@amsa.org)

Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Signature: \_\_\_\_\_