



Royal Oak Model United Nations Key Conference Policies

- Active membership in Royal Oak Model UN requires regular attendance at meetings and positive participation in one or more projects during the school year.
- In keeping with our reputation, we expect the best performance in and out of committee at conferences. If an ambassador should act inappropriately, the advisors may ask the student to return home (even if at the family's expense). See our Code of Conduct.
- Ambassadors may be asked to **pre-register** for the year's conferences in the fall, indicating only their interest in being involved in the preparation and possible attendance at that conference. Parents will be asked to sign this pre-registration form so we know they are aware of their son's/daughter's plans, and approve.
- Some weeks prior to the conference (depending on the size of the conference and the due date for fees), ambassadors will be asked to **register** (Commit) for the conference. They will already have begun preparation, been selected for committees and delegations, etc. by this time, but this will be the cut-off date for withdrawing from the conference without penalties. This **registration deadline date** (also called "**Add/Drop Date**") will be established with the distribution of informational materials for the conference. At that time, students must commit to:
 - A. Completing the field trip permission slip, medical form for overnight conferences, and Code of Conduct form.
 - B. Securing signatures of teachers for overnight trips that miss school days indicating that arrangements for make-up work have been planned.
 - C. Payment of all fees (travel, hotel, food, conference) indicated on the permission slip by the required dates.
 - D. Completing their debate preparation with their delegation, including the writing of appropriate position papers and delegation handbooks.
 - E. Any other special requirements of a conference.
- Students withdrawing from a conference **after** they have registered (past the Add/Drop Date) for any reason within their control (failure to complete a form, reconsidering payment or preparation responsibilities) have impacted team performance, travel plans, and costs for the trip. It is likely that Royal Oak Model UN has already paid hotels and the like by that deadline date. For that reason, please understand, **we cannot guarantee the refund of any money paid and may have to charge the ambassador the conference fees if s/he has not already paid them.**
- Most fundraising for the club is done for each individual ambassador. The ongoing sponsorship program is the most profitable for ambassadors, though several other fundraisers are planned throughout the year. Ambitious ambassadors can earn enough money fundraising to pay for any conference, including food and spending money. We do require that all money raised for ambassadors go to the club's USG Finance and that receipts of conference spending be kept if reimbursement is required. This satisfies our non-profit organization requirements.