

Teen Trust Attendance Policy

Being able to serve on teen trust is a privilege, and the benefits of the program are fully realized when this group of young people work and learn together. However, we recognize that today's teens are very busy with many demands. This policy tries to balance a strong commitment to your fellow Trustees while allowing for some flexibility.



Absence Policy:

- Trustees are allowed up to 2 unexcused* absences per semester.
- After your second unexcused* absence in a semester, you will receive a reminder from the Student Director that a third unexcused* absence will result in dismissal.
- If there is a third unexcused* absence, you will be dismissed from Teen Trust.

What is an Unexcused Absence?

An unexcused absence is lack of attendance at a meeting without prior approval by the Student Director. The Student Director must receive notice for the reason for the absence by 6:00 pm on Friday, two days before the Teen Trust meeting. The Student Director can approve the following types of absences:

- Family-related commitment (e.g., wedding, vacation, death of a family member, etc.)
- School-related event (e.g., travel for a team event, play rehearsals, etc.)
- Job commitment

To Be Eligible for the Grant Announcement event:

Participating in the Grant Announcement Event, also known as the "Grant-Mobile", is an exciting day dedicated to going around and surprising the nonprofits who received a grant from Teen Trust. However, in order to be eligible to participate in this event, each Trustee will need to be present for the following meetings:

• Community Needs Assessment (1 meeting) Initial: _____

• Grant Deliberation Meeting(s) (1 meeting) Initial: _____

Other Expectations:

- Please be on time to meetings unless unavoidable. If a Trustee is late consistently, you will receive a warning email from the Student Director.
- Trustees may not miss back-to-back meetings.
- Homework is not a valid excuse for missing a meeting.
- “Unused” absences from first semester cannot be carried into the second semester.

I understand the above policies and expectations. As a member of the Teen Trust Program, I commit to following the above policies and expectations. I understand that if I do not follow the above expectations and policies, the appropriate consequences will be enforced.

Trustee Signature: _____

Trustee E-mail: _____