PIERCE COLLEGE

PIERCE COLLEGE
REQUEST FOR TRAVEL FORM

Travel Auth. #
For Dept Use Only

Rev. 9/19/2024

Name of Traveler: Laura Taylor, Teresa Josten, Marcus Jackson, Jac **Dept:** Student Life

Destination Event: New York, NY

City: New York **State:** NY **Country:** USA

Dates of Travel:

March 3rd, 2026 **to** March 7th, 2026

Purpose of this Trip

- ☑ Conference, Training, or Convention
- ☐ Athletics
- ☐ Assigned to a temporary duty station
- ☐ Duties related to employment
- ☑ Student Related Activities
- ☐ Meetings related to the business of the College
- ☐ Other (please specify)

Travel Requested:

(please check all that apply)

Destination:

- ☐ Local (under 50 miles)
- ☐ In-State, including Vancouver, BC, and Portland, OR
- ☐ Continental USA or Alaska
- ☐ International, Hawaii, or US Territories

Transit type(s):

- ☑ Commercial Airline
- ☐ Commercial Rail Transit (Amtrak)
- ☐ Commercial Bus (Greyhound)
- ☐ Commercial Ship

Vehicle use:

- ☐ District Van
- ☑ Rental Vehicle (transit)
- ☐ Rental Vehicle (destination only)
- ☐ Personal Vehicle Mileage Reimbursement (in excess of 50 miles)

Budgetary Information

Est. Costs of Travel:	**Budget Code: (***Confirm with your Budget Manager* **)**
$26,624	7111-522-264-73114

I, the undersigned, have read and understood the Pierce College travel policies, and confirm that the travel requested has been deemed a benefit to the college, and is directly related to my work or student activities. The amounts requested are considered reasonable, economical, and provide for the expected outcomes.

Signature: _____ **Date:** _____

By my signature below, I am approving the travel requested above with any amendments as shown.

Budget Signature Authority: _____ **Date:** _____

(for all travel)

E-TEAM Representative: _____ **Date:** _____

$461.37 is typical
This price is similar to the typical fare found on Expedia

Seattle to New York

6:05am - 5:08pm (8h 3m, 1 stop)
Delta • Wed, Mar 4

Above average CO_2

Flight details Change flight

New York to Seattle

2:55pm - 9:35pm (8h 40m, 1 stop)
United • Sat, Mar 7

Above average CO_2

Flight details Change flight

Your flights have different conditions for refunds

This trip is a combination of 2 one-way flights, each subject to its own rules and restrictions. Changes or cancellations apply to each ticket individually. More information

Seattle to New York
Delta

Your fare: Delta Main Classic

- Seat choice included
- Carry-on bag included
- 1st checked bag for a fee: $35
- **Non-refundable**

New York to Seattle
United

Your fare: Economy Fully Refundable

- Seat choice included
- Carry-on bag included
- 1st checked bag for a fee: $40
- **Refundable**

1 left at
Trip total
$462
View price summary
Check out

PIERCE COLLEGE
LODGING EXCEPTION FORM

Travel Auth. #
For Dept Use Only

Rev. 9/19/2024

Name of Traveler: Laura Taylor, Teresa Josten, Marcus Jackson, Jac **Dept:** Student Life

Destination Event: New York, NY

City: New York **State:** NY **Country:** USA

Dates of Travel:

March 3rd, 2026 **to** March 7th, 2026

Allowable Lodging Amount: $ 281 /night + taxes

Actual Lodging Amount: $ 561.19 /night + taxes

If the hotel is for an advertised discounted rate through an event,
please include a screen shot or an agenda which includes the stated price for the event.

Reason for the Exception to the Stated Lodging Amount: *(select all that apply)*

- ☐ When a traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to stay in the same lodging facility.
- ☐ When costs in the area have escalated for a brief period of time either during special events or disasters.
- ☐ When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other cost.
- ☑ The traveler attends a meeting, conference, convention, or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and it is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention or training session is held.
- ☐ When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
- ☐ To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.

For Exceptions in Excess of 150% of the Stated Lodging Amount: *(all must apply)*

- ☑ The traveler is required to attend a meeting conference, convention, or training session where the traveler is expected to have business interactions with other participants in addition to scheduled event; and
- ☐ It is anticipated that maximum benefit will be achieved by authorizing the traveler to stay at the lodging facility where the meeting, conference, convention, or training session is held; and
- ☐ The lowest available advertised lodging rate at the lodging facility exceeds 150% of the applicable maximum per diem amount for the location. Documentation supporting the lodging rates is to be attached to the travel voucher.

For In-State Lodging of less than 50-miles: *(select all that apply)*

- ☐ An overnight stay to avoid having an employee drive back and forth back-to-back late night/early morning meetings, convening by 8 AM and concluding after 8 PM, as evidenced by an agenda.
- ☐ When the health and safety of travelers is of concern pertaining to severe inclement weather or sudden on-set of incapacitating illness.

Signature: _____ **Date:** _____

_____ **Date:** _____

Vice President for Fiscal Services, or designee

By my signature, I am approving the lodging exception above.

Mediafest Cost Breakdown

Travel dates: 3/3/26 and 3/7/26
Location: New York, NY

Attendees:

Laura Taylor	Staff	Joy Z.	Student
Teresa Josten	Staff	Parker W.	Student
Marcus Jacksc	Staff	Jaden W.	Student
		Madison C.	Student
			Student
			Student

Item	Amount	Days	Total per persc	# People	Grand Total
Airport Charter	**$1,155**	**1**	**$ 1,155.00**	**1**	$ 1,155.00
Conference-ST	$ 315.00	1	$ 315.00	3	$ 945.00
Conference-SU	$ 180.00	1	$ 180.00	6	$ 1,080.00
Hotel	$ 561.19	4	$ 2,244.76	7	$ 15,713.32
Breakfast	$ 23.00	3	$ 69.00	9	$ 621.00
Lunch	$ 26.00	3	$ 78.00	9	$ 702.00
Dinner	$ 38.00	3	$ 114.00	9	$ 1,026.00
First/Last	$ 69.00	2	$ 138.00	9	$ 1,242.00
Flight (ALK)	$ 460.00	1	$ 460.00	9	$ 4,140.00
Totals	$ 1,672.19		$ 3,103.76		$ 26,624.32

	miles one-way		total miles rou	mileage rate	total mileage/person	Grand Total
						$ -
Mileage				$ 0.625	$ -	**$ 26,624.32**
Grand Total						

Advance amt needed (driver): #REF! (Total minus Conference amount plus Mileage)
Advance amt needed (non-driver) $ 3,103.76 (Total minus Conference amount)

Meals	Tuesday 3/3	Wednesday 3/4	Thursday 3/5	Friday 3/6	Saturday 3/7	Meals Needed
Breakfast	Not Provided	Not Provided	Not Provided	Not Provided	Not Provided	5
Lunch	Not Provided	Not Provided	Not Provided	Not Provided	Not Provided	5
Dinner	Not Provided	Not Provided	Not Provided	Not Provided	Not Provided	5

Conference hotel:

First/Last Day = 69.00

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PIERCE COLLEGE

TRAVEL EXPENSE ADVANCE FORM

Name of Traveler: arcus Jackson, Jaden Walker, Parker Williamson, . **Dept:** Office of Student Life

Dates of Travel: **March 3rd, 2026** **to** **March 7th, 2026**

Please attach the Request for Travel Form to this document prior to submission.

Allowable per diem for location(s) from approved source:

5 days at **$87** / per day for per diem for meal expenses

4 days at **$562** / per day for allowable lodging expenses

For first, and last days, if they are not full days, please calculate meals at 75% of the day.

This travel is: ☐ In-State ☑ Out-of-State **Total per diem request:** **$ 19,628.32**

Other Estimated Expenses:

Airport Charter	**$**	**1,155.00**
Conference fees	**$**	**2,025.00**
Flights	**$**	**4,140.00**

Reminder: Personal Vehicle Expenses are not permitted to be included in Travel Expense Advances.

Total Travel Expense Advance Request: **$ 26,624.32**

Preferred Check Pick-up Location:

☐ Fort Steilacoom Student Financials Office

☑ Puyallup Student Financials Office

I, the undersigned, hereby certify that the above expense advance is requested under the authority of RCW 43.03.150 and is necessary to defray my anticipated reimbursable expenses other than private automobile expenses while traveling on business for the State of Washington away from my designated post of duty. I understand that the State of Washington has a prior lien against and a right to withhold any and all funds payable or to become payable by the state to me up to the amount of such advance and interest at the rate of ten percent per annum, in case of default, until such time as repayment or justification has been made. I further understand that any unauthorized expenditure of funds advanced to me shall be considered a misappropriation of state funds.

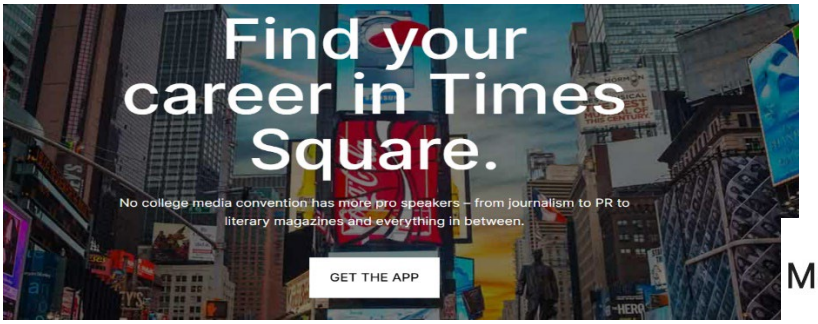
Signature: _____ **Date:** _____

Budgetary Information

B.U.	O.U.	FUND	CLASS	DEPT	ACCOUNT	AMOUNT	
WA110	7111	522	264	73114	**1010230**		
WA110					**1010230**		
WA110					**1010230**		**TOTAL**
WA110					**1010230**		$ 24,656.00

Budget Signature Authority: _____ **Date:** _____

Fiscal Services Approval: _____ **Date:** _____



ProCon Conference 2026



Don't just stand there. DO SOMETHING.

There's a lot to do at **ProCon 25**.

In the heart of Manhattan – the media capital of the world – you'll meet reporters, editors, broadcasters, podcasters, digital marketers, nonprofit content producers, public relations managers, and many other media pros whose jobs you don't even know exist. Yet.

ProCon 25 is all about your future. Learn career development from those who already have the career you want. We're still booking sessions from dozens of experts and professionals. See where we stand in real time...

Media tours

Visit the newsrooms of The New York Times, Wall Street Journal, and network news stations, plus many more. Tours will depart throughout the day on Thursday and Friday, Feb. 27-28. For details and to sign up, go the Media Tours table in the fifth-floor exhibit hall. Our very few rules...

- First come, first reserved.
- No reserving spots for others.
- These are small, intimate tours – some with as few as 10 students. To be fair, each school can register only two students per tour and join a maximum of two tours.









$190
Advisers and professional staff with CMA membership

$315
Advisers and professional staff without CMA membership

$180
All students attending ProCon 25

Thu 2/27	9-9:50	10-10:50 am	11 am-12:15 pm	1-1:50 pm	2-2:50 pm	3-3:50 pm	4-4:50 pm
	FOURTH FLOOR						
Ziegfeld	**"Who" you gonna call? News story source triangulation enhances comprehensive coverage** Heard the old adage that every news story needs at least three different sources? Forget that: How about at least three different types of sources? Source type triangulation leverages multiple viewpoints for more complete understanding and coverage of complex issues – and improves readability and multiplies social media post-ability to boot! *Philip A. S. Todd, University of Southern Indiana*	**The EYES have it** Eye tracking has been on-going for decades. Find out the top five reasons why you need to know about eye tracking and its relationship to visual editing. *Gary Metzker, Long Beach State*		**News deserts & student media: Covering local communities** Student media is stepping up to cover their local communities, as local news collapses. Here we provide an overview of student media outlets contributing to local news and dive into some specific case studies with student media leaders around the country. *Richard Watts, director of the Center for Community News Matt Veto, Lehigh University Sabine Martin, Daily Iowan*	**Freelancing through feature writing** While the journalism industry is changing, there are still many opportunities for college journalists to develop a strong portfolio of campus-based and professional writing clips. We will explore available opportunities, discuss attendees freelance success, types of stories and tips on branding and positioning to secure freelance projects. *Renee Thomas-Woods, DePauw University*	**Keeping in touch: How to engage your alumni** Your alumni network can be a great resource for your program. In this session, we'll discuss ways to keep in touch with your student media alumni, including newsletters, social media groups and events. We'll also discuss how you can tap your alumni network to help raise money for your program and get your students connected with potential job and internship opportunities. *Justin Paprocki, UNC Charlotte*	**More than a gamer: Public records and Your athletics department** College sports reporting is too deferential to the institutions they cover, and students too often miss out on excellent stories as a result of having their head in the sand. Come learn how to use public records to cover the athletic department with a critical eye. *Wesley Wright, Florida Atlantic University*
	Lessons from history & what you can do to protect freedom of the press today? History repeats itself, and journalists write the first draft of history. Hear from Tyson Langhofer as he shares lessons from history about freedom of the press, the role of	**You're kidding! You found that idea where?** They're at the mall, on the Web, on billboards, and even in some well-designed junk mail. From Pinterest to		**Deadline dynamos: Navigating student media's digital landscape** Student media leaders (graphic designer, social media manager, news editor, and copy editor) explore the	**Be a leader, think strategically, tell**	**Stop. Look. Listen. Story ideas are**	**Make a call and find a calling** It's more and more

Sat 3/1	9-9:50	10-10:50 am	11 am-12:15 pm	Ziegfeld
	FOURTH FLOOR			
Ziegfeld		**All about alums** Just because they've graduated doesn't mean they can't be a valuable participant in your campus media and classroom activities. This session will discuss opportunities to continue alumni involvement in your program and media outlets. This important resource can extend their important contributions, mentorship and networking. *Cindy Simoneau, Southern CT State University*		
Brecht		**ReNews Project: How do I resurrect my newsroom?** The executive director of the ReNews Project (and an SPJ national board member) has helped restart student media at several different institutions, primarily HBCUs. Is your newsroom struggling? Need to find a way to rejuvenate it? Learn from both the successes and failures of this SPJ-sponsored program. *Wesley Wright, Florida Atlantic University*	**KEYNOTE** **Between hype and hysteria: What AI will really mean for media and media jobs** This time last year, on this same stage, Sree Sreenivasan demonstrated why AI wasn't quite ready to take over the media world. But a lot has changed in 12 months. The CEO of Digimentors – and former chief digital officer of New York City, the Metropolitan Museum of Art and Columbia University – will discuss what changes 2025 is bringing to all things communication. *Sree Sreenivasan, Digimentors co-founder* **Keynote Auditorium fifth floor**	
Wilder		**Covering crime and conflict** Tension often runs high between the press and police with folks in both camps keeping their guard up even during simple interactions. Yet journalists and law enforcement frequently have to rely on one another to do their jobs. Come learn tools to shift police-press dynamics and generate better crime coverage. *Holly Johnson, Mercer County Community College*		**APPLE AWARD$ CEREMONY** Stay after the keynote to find out who won 2025 Apples Awards. We'll announce the winners in every division and every category. Be there to collect your certificate! **Keynote Auditorium fifth floor**
Odets		**Starting a solutions journalism desk** Hilltop Views editors will walk through their solutions journalism initiatives and how they worked with campus partners to jumpstart their own solutions journalism desk. With the help of a grant and training from the Solutions Journalism Network, they were able to hold listening events, use multilingual transcription services and produce solutions stories that engage campus community. *Lola Claire, St. Edward's University Hailey Womack, St. Edward's University*		
		Running it back:		

Fri 2/28	9-9:50	10-10:50 am	11 am-12:15 pm	1-1:50 pm	2-2:50 pm	3-3:50 pm	4-4:50 pm
	FOURTH FLOOR						
Ziegfeld	**Your sports page sucks** The sports page is the second-most looked at page so stop making it look so ugly. In this session, we will discuss how to make your page more reader friendly. *Gary Metzker, Long Beach State Wayne Kamkar, New York Times*	**Let's get linear** Horizontal design is so Y2K. Almost 90% of people get their news from their smartphones so learning how to design for a vertical format is critical if you want to work in the field of journalism. *Gary Metzker, Long Beach State*		**Amplify your sound: Take your college radio station to the next level** Whether it's budget issues, increasing listenership, or campus recognition, college radio is facing some real challenges. Join in a discussion with Wartburg College faculty adviser Pamela Ohrt (with more than 25 years of commercial radio experience) and two K-W-A-R staff members for 10 easy tips on how to make your college radio station the talk of the campus. *Pamela Ohrt, Wartburg College Alyson Hasner, Wartburg College Jay Cassell, Wartburg College*	**Campus to commercial: Preparing students for broadcast radio** Discussing best practices in preparing students for a career in broadcast radio by sharing tips for applying what you're learning in the classroom/at your campus station into commercial radio. Facilitated by two current radio professionals who teach/advise college media students. *Valerie Turco, New Paltz State University Alyssa Sciarrone, SUNY New Paltz*	**Doing assessment to get what you want from admins, and more!** For a lot of us, assessment is a tedious, time-consuming chore. But what if you knew how to make it pay off? Learn strategies and data-gathering angles that let you speak the language to student affairs and assessment admins to advocate for resources you need, or even ones you just want! *Jessica Clary, Virginia Commonwealth University*	**Uniting Voices: The power of cross-campus collaborative journalism in student media** This panel explores the transformative potential of collaborative journalism among student media outlets across different campuses. Student editors from The Minaret (University of Tampa) will share their experiences in creating a joint investigative series on the impacts of Hurricanes Helene and Milton. Learn how this collaboration enhanced coverage, expanded perspectives, and prepared students for the interconnected world of journalism. *Kiley Petracek, University of Tampa Shane Petagna, University of Tampa*
Brecht Faith Central	**Writing about faith – journalistically** Faith stories are about more than politics, policy, & social justice. They incorporate many of our most valued experiences and convictions. Such stories must be told on their own terms using the tools a skilled journalist uses daily. Join journalist Tim Morgan, former deputy managing editor at Christianity Today, and Tony Carnes founder and editor-in-chief of A Journey Through NYC Religion, for this session where they share experiences in telling stories, even when they are stories of faith different from their own. *Tim Morgan, Gordon College Tony Carnes, A Journey through NYC Religions Marnya Brachear Pashman, Montclair State University*	**Believers, non-believers, believability and bias** Can you be a serious journalist and also devout? Can you be an atheist and cover people of faith seriously as a journalist? What do you say to your fellow reporters or audience members when they insist that a Christian can't fairly cover a Planned Parenthood rally, a Jewish student can't fairly cover a pro-Palestinian demonstration or a Muslim can't fairly cover a case of anti-semitic vandalism? Are you a religious student struggling to fit in on a secular campus? Do you attend a religious school and wonder if you're being taken seriously at this conference? Join us for a conversation, not a presentation – and maybe even some inspiration or solutions. *Marnya Brachear Pashman, Montclair State University Wesley Wright, Florida Atlantic University Jack Kubinec, Blockworks reporter*	**KEYNOTE** **Trickle-down Trump: How the President's attacks on the press can affect you – and what you can do about it** If anything is truly bipartisan, it's this: Every president hates the press. Barack Obama was one of the worst for transparency, but Donald Trump has publicly mused about reporters being shot. Presidents set the tone for other elected officials and even college administrators.	**Prayer for peace** Journalists often tell stories of conflict, tension, and tragedy. The internal and external conflict of life can seem overwhelming. Meet other people of faith to pray for our world to have peace and unity. We will reflect on Scripture and invite God into the heartache of the world. All faiths are welcome. We don't want this to be exclusive. *Moderated by Naomi Baik of WORLD Journalism Institute*	**Engage your audience through visual storytelling** For staffs who want to take their publications and projects to the next level, consider adding meaningful stories through video production. Learn from the professional videographers who tell stories through the lenses of their cameras and touch the hearts of those who watch them. *Laura L. Schaub, Friesens Yearbook Division and Laura Schaub Consulting*	**Faith communications: Believe in your career** Religious institutions need written content. Whether it's a church, temple, mosque, charity, school, or mission agency, there are jobs that combine faith and communication. Learn where they are, what they are, and how you can apply for one. *Naomi Baik, WORLD Journalism Institute Marnya Brachear Pashman, Montclair State University Nicole DeCriscio, The Owen News executive editor Joseph Holmes, The Media Project film critic Laura Werner, Obama Foundation Rachel Balducci, Augusta University*	**Reels are the new inverted pyramid** Learning to tell the story using this social media format builds readership and promotes publications. *Rachel Balducci, Augusta University*

MARRIOTT MARQUIS
NEW YORK

COLLEGE MEDIA SPRING NATIONAL CONVENTION MAR 2026
March 3, 2026 - March 7, 2026

Back to room list

Upgrade Your Room



Marquis Deluxe Double Room

2026-03-03 - 2026-03-07 , 1 Guests



Premier Larger King Corner Room

Max Guests: 3

Our spacious deluxe corner king guest rooms include breathtaking views of the city. Guest room amenities include high-speed Internet access, WiFi, mini fridge, coffee maker, iron and ironing board, and hair dryer. It is an extraordinary hotel

Show more

+USD 75.00
per night
+ Taxes & Applicable Fees

Select

View policies



Superior Times Square View King

Max Guests: 3

Our Superior King guest rooms include views of Times Square. Each room is equipped with 1 king bed with either a sofa bed or regular sofa. All rooms have high speed internet access. Room amenities include: hair dryer, mini fridge,

Show more

+USD 125.00
per night
+ Taxes & Applicable Fees

Select

View policies



Unlock an Extraordinary Stay

Join Marriott Bonvoy® in less than 60 seconds and make your stay even better. Access fast and easy…

Show details



Guarantee a High-Rise Floor

Experience the breathtaking views of our high-rise rooms, located above the 28th floor. Enjoy panora…

Show details

Reservation Summary

Check-in	Tue, Mar 3, 2026
Checkout	Sat, Mar 7, 2026
Rooms	1
Guests per room	1

NEW YORK MARRIOTT MARQUIS

MARQUIS DELUXE DOUBLE ROOM 1 adult, 4 nights Change rooms	USD 1,236.00
Subtotal	USD 1,236.00

ADDITIONAL TAXES

Occupancy Tax (USD 3.50 per night)	USD 14.00
City Tax (5.88% per night)	USD 72.68
State / Province Tax (8.88% per night)	USD 109.76
Grand Total	USD 1,432.44

Edit reservation

Next

FY 2026 per diem rates for New York

Change fiscal year: 2026 2025 2024 or New search

Daily lodging rates (excluding taxes) | October 2025 - September 2026

Cities not appearing below may be located within a county for which rates are listed. To determine the county a destination is located in, visit the Census Geocoder.

new york

Primary destination	County	2025 Oct	Nov	Dec	2026 Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep
New York City	Bronx / Kings / New York / Queens / Richmond	$342	$342	$342	$179	$179	$281	$281	$281	$281	$237	$237	$342

Showing 1 to 1 of 1 entries (filtered from 20 total entries)

Meals and incidental expenses (M&IE) rates and breakdown

The M&IE total is the full daily amount for a single calendar day when that day is neither the first nor last day of travel. The amount received on the first and last day of travel equals 75% of the M&IE total. See M&IE breakdowns for information related to the individual meal amounts.

new york

Primary destination	County	M&IE total	Breakfast	Lunch	Dinner	Incidental expenses	First and last day of travel
New York City	Bronx / Kings / New York / Queens / Richmond	$92	$23	$26	$38	$5	$69.00

Showing 1 to 1 of 1 entries (filtered from 20 total entries)

Travel Auth. #
For Dept Use Only

PIERCE COLLEGE
STUDENT FUNDS ADVANCE
SIGN SHEET

Funds Advance Issued to:: _____ **Date:** _____

LAST NAME	FIRST NAME	DATE	AMOUNT	STUDENT SIGNATURE
		Total Disbursed:		*Attach additional sheets if necessary*

I, the undersigned, certify that the signatures collected above reflect a true and correct distribution of the funds allocated for this trip.

Name: _____

Signature: _____

Phone: _____ **E-mail:** _____

Submit this form with your Student Funds Reimbursement form, reconciliation of expenses, and deposit recovery form. *Rev. 9/19/2024*

PIERCE COLLEGE – STUDENT LIFE ACTIVITIES
ASSUMPTION OF RISK & RELEASE OF LIABILITY WAIVER
PLEASE READ BEFORE SIGNING

Participant Name:	
Student/ctcLink ID:	
Activity/Department:	**ProCon Conference 2026**
Time/Date/Location	**Winter 2026 – 3/3/26 to 3/7/26 – New York, NY**

Additional Details: There's a lot to do at **ProCon 26**.

In the heart of Manhattan – the media capital of the world – you'll meet reporters, editors, broadcasters, podcasters, digital marketers, nonprofit content producers, public relations managers, and many other media pros whose jobs you don't even know exist. Yet.

ProCon 26 is all about your future. Learn career development from those who already have the career you want. We're still booking sessions from dozens of experts and professionals. See where we stand in real time. March 3rd, 2026 to March 7th 2026.

Students will travel in a group of 6 students and 3 staff advisors via airport shuttle, airplane, and rideshare with a departure date scheduled for the day prior on 3/3/26. For more information, please visit the conference website at: https://procon26.com/

In consideration for the opportunity to participate in the activity above, I agree to the following:

ASSUMPTION OF RISK

I voluntarily agree to assume all risks involved in my participation, including travel to and from the activity. I understand that my voluntarily participation in this activity may involve exposure to risk of temporary or permanent personal injury and/or death, financial loss and/or property loss or damage. I also recognize that there are both foreseeable and unforeseeable risks of loss, injury or death that may occur that Pierce College cannot specifically anticipate and list here. I understand that Pierce College provides no medical insurance for its students and it is my responsibility to provided health insurance coverage for myself while I am participating in this activity. Further, I recognize that the actions of other users of equipment, facilities and/or other participants may cause injury, death and/or loss to my person or property.

RELEASE OF LIABILITY

I release Pierce College, its officers, representatives, employees, and agents, from each and every claim, demand, cause of action, suit, obligation and liability for my damages including temporary or permanent injuries, death, costs, property loss or damage, financial loss, expenses, and/or other losses, that I may sustain as a result of my voluntary participation in the above activity. My participation may include, but is not limited to, travel to and from the activity in a private or public vehicle, use of equipment in connection with the activity, and any additional actions or events connected with the activity.

In case of emergency please notify:

Emergency Contact Name			
Phone:		**Relationship:**	

REQURIED SIGNATURES CONTINUED ON BACK PAGE

ACKNOWLEDGEMENT

I have carefully read this document, understand its contents, and am fully informed about this activity and am satisfied that I can safely participate in this activity.

I further agree to conduct myself in a manner consistent with the Student Conduct Code. I acknowledge that conduct inconsistent with the Student Conduct Code may result in discipline under the Student Conduct Code.

Participant Name: .			
Signature:		**Date:**	

If participating individual who signed above is UNDER AGE 18, the PARENT OR GUARDIAN shall also sign below:

I represent that I am the parent/guardian of the minor who has signed above. I have carefully read this document, understand its contents, and hereby release Pierce College, its respective officers, agents, representatives and employees from any liability whatsoever as set forth above. In addition, I am satisfied that the above-named minor can safely participate in this activity.

Parent/Guardian Name:			
Phone:			
Signature:		**Date:**	

Other Trip Information - Expected Flight Itinerary:

- **Departure: TUE, March 3rd, 2026**
  - **Meet at Puyallup Campus at 5:00am for Airport Shuttle**
  - **SEA (Seatac Airport) to LGA (LaGuardia Airport)– 8:30am Departure**
- **Return:**
  - **LGA (LaGuardia Airport) to SEA (Seatac Airport) , 11:00am Departure**
  - **11:00pm Return to PY Campus via Airport Shuttle**
- **Hotel Information**
  - **Marriott Marquis – New York Downtown (New York, NY)**

For Questions regarding this activity please email: districtstudentlife@Pierce.ctc.edu