ATTENDEE POLICIES AND EARNING POINTS

Attendance Policy

- The exact definition for attendance of an event is defined by the event administrator, but generally involves **engagement and participation within an event**.
- Coming to an event late or leaving an event early could result in a **removal of points** for that event.
- It is up to the event administrator to determine how and when to check-in students during an event.

Removal of Points Policy

- Removal of Points can only happen if a student is found to have **not attended an event** as defined by the event administrator.
- Points may be removed after an event has occured.

Missing Points Policy

- If a student was **unable** to check-in for an event, they must fill out the Missing Purple & Gold Points Request Form.
- Points will only be rewarded if a student shows **proper proof of attendance** and has a **proper reason for being unable to check-in to an event**.
- **Proper Reasons for being unable to check-in to an event include:**
  - Check-in not occuring during the event
  - Check-in not working because of technical difficulties during the event
- **Proper Proof of Attendance for an event include:**
  - Picture of the student (not just an id) at the event. The picture must include noticable features of the event.
  - Written statement from an event organizer attesting to a student's attendance to the event