



## FOUNDATION LEADERSHIP EVENT WAIVER POLICY

The following policy shall determine the eligibility and approval of Foundation Leadership volunteers to be excused from required Events.

**1. Leadership Event Waiver Guidelines.** If a Leadership volunteer is required to attend an Event as outlined in the Pre-Event Communication and is not able to attend the entire Event (including arriving late or departing early) as defined in the Pre-Event Communication, they must submit an Event Waiver in the manner outlined in the Pre-Event Communication.

- a. Reasons an Event Waiver may be approved are as follows:
  - (1) Class or academic conflict
  - (2) Life event such as wedding, birth of a child, etc.
  - (3) Severe medical issue/illness for attendee or family member
  - (4) Natural disaster
  - (5) Care for an infant child or dependent parent
  - (6) Work conflict
  - (7) University athletic event (as a participating athlete),
  - (8) Concerns about/inability to perform technology requirements for attendance (for online events only), or
  - (9) The laws of the state/municipality where the event is being held fail to meet the attendee's healthcare needs.
  
- b. The Event Waiver is due 90 days before the published start date of the Event outlined in the Pre-Event Communication. The outcome of the Event Waiver review process will be communicated to the member via email from a Foundation staff member. Please see below for late submission guidelines.
  
- c. The Foundation staff will monitor all Event Waivers to ensure they meet policy requirements. Concerns or anomalies will first be brought to the attention of the Foundation Director for remedy if necessary. The officers who approve Event Waivers are as follows:

Position	Approves Event Waivers
(Leadership) Foundation Board of Trustees	Chairman of the Board of Trustees
(Leadership) Foundation Chairman of the Board of Trustees	Secretary of the Board of Trustees
(Leadership) Foundation Directors	Supervising Foundation Trustee
(Leadership) Regional Foundation Coordinators (RFNCs)	Foundation Director of Special Events and Fundraising

- 2. Leadership Approved Waiver.** If an Event Waiver is approved, the Leadership attendee is excused from the Event or may arrive late/depart early.
- 3. Leadership Denied Event Waiver.** If an Event Waiver is denied, the attendee is required to attend the Event. If they do not attend the Event, the appropriate Director will review the Leadership attendee serving in their appointed position. If they already purchased a flight, they must reimburse the cost of their flight to the Foundation or a flight change fee if applicable.
  - a. If the registered Leadership attendee booked and the Foundation purchased their flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.
  - b. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, they must use the cancelled ticket for their approved Delta Gamma travel.
  - c. If the registered Leadership attendee uses the ticket for their personal travel within the calendar year, they are responsible for paying the rebooking fee and the difference in the rebooked fare. They will need to reimburse the Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.
  - d. If the registered Leadership attendee does not cancel their flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Foundation will assess the Leadership attendee the full cost of the booked flight.
- 4. Late Leadership Event Waiver Guidelines.** If a required Leadership attendee does not meet the Event Waiver submission deadline or if a situation occurs not permitting a required Cabinet/Foundation attendee to attend the entire Event (including arriving late or departing early) as defined in the Pre-Event Communication, the attendee must submit an Event Waiver to the Foundation staff as soon as their conflict is known.
  - a. Reasons an Event Waiver may be approved are as follows:
    - (1) Class or academic conflict
    - (2) Life event such as wedding, birth of a child, etc.
    - (3) Severe medical issue/illness for attendee or family member
    - (4) Natural disaster
    - (5) Care for an infant child or dependent parent
    - (6) Work conflict
    - (7) University athletic event (as a participating athlete),
    - (8) Concerns about/inability to perform technology requirements for attendance (for online events only), or
    - (9) The laws of the state/municipality where the event is being held fail to meet the attendee's healthcare needs.
  - b. The attendee must provide written documentation that they were not aware of this conflict at the regular Event Waiver deadline. If they were aware of the conflict at the regular Event Waiver deadline but failed to submit the Event Waiver, the Event Waiver is denied.

- c. The Foundation staff will monitor all Event Waivers to ensure they meet policy requirements. Concerns or anomalies will first be brought to the attention of the Foundation Director for remedy if necessary.

## **5. Leadership Late Approved Event Waiver.**

- a. If the Event Waiver is approved, the attendee is excused from the Event.
- b. If the registered Leadership attendee booked and the Foundation purchased their flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.
- c. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, they must use the cancelled ticket for their approved Delta Gamma travel.
- d. If the registered Leadership attendee uses the ticket for their personal travel within the calendar year, they are responsible for paying the rebooking fee and the difference in the rebooked fare. They will need to reimburse the Foundation for the full cost of the originally booked flight. The Foundation staff should be informed in advance of any cancelled flight rebooking.
- e. If the registered Leadership attendee does not cancel their flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Foundation will assess the Leadership attendee the full cost of the booked flight.

## **6. Leadership Late Denied Event Waiver.**

- a. If the Event Waiver is denied, the attendee may be required to pay the cancellation fee outlined in the Pre-Event Communication and the attendee must refund the cost of their flight to the Foundation.
- b. If the registered Leadership attendee booked and the Foundation purchased their flight through Delta Gamma's preferred travel agency, the registered attendee must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.
- c. If the registered Leadership attendee will be traveling for Delta Gamma business within the calendar year, it is recommended they use the cancelled ticket for their approved Delta Gamma travel.
- d. If the registered Leadership attendee uses the ticket for their personal travel within the calendar year, they are responsible for paying the rebooking fee and the difference in the rebooked fare.
- e. If the registered Leadership attendee uses the ticket for Delta Gamma business, the Foundation will pay the rebooking fee, the difference in the rebooked fare, and will reimburse the Leadership attendee for the cost of the original flight. The Foundation staff should be informed in advance of any cancelled flight rebooking.

- f. If the registered Leadership attendee does not cancel their flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Foundation will assess the Leadership attendee the full cost of the booked flight.
- g. If they do not attend the Event, the appropriate Director will review the Leadership attendee serving in their appointed position.

## **7. Leadership No Longer in Office Guidelines.**

- a. If a required Leadership attendee is removed from office or resigns, they or the responsible BOT/Leadership officer must inform the Foundation staff immediately.
- b. If the Foundation purchased their flight through Delta Gamma's preferred travel agency, the registered attendee or Foundation staff must contact the agency prior to the time of the scheduled outbound departure flight in order to cancel the flight. The flight will be on record with the preferred travel agency in the traveler's name for one calendar year from the original ticketing date.
- c. If the registered attendee will be traveling for Delta Gamma business within the calendar year, they must use the cancelled ticket for their approved Delta Gamma travel.
- d. If the registered attendee uses the ticket for their personal travel within the calendar year, they are responsible for paying the rebooking fee and the difference in the rebooked fare. They will also need to reimburse the Foundation for the full cost of the originally booked flight. The education and development team should be informed in advance of any cancelled flight rebooking.
- e. If the registered attendee does not cancel their flight on time through the preferred travel agency, the ticket will be suspended and may not be used for any future travel. The Foundation will assess the attendee the full cost of the booked flight, if appropriate.
- f. If the registered attendee booked and paid for their flight on their own, either through the Delta Gamma preferred travel agency or through an alternate travel agency, they must independently handle the on-time cancellation.
- 9. No Longer in Office/Event Waiver Denied. If the Leadership attendee is no longer in office or the Event Waiver is denied, the attendee will be required to pay the cancellation fee outlined in the Pre-Event Communication/Event Bulletin, and they must refund the cost of their flight to the Foundation if the Foundation originally purchased the flight.