



Act with Intention: Health and Well-Being Series

Terms and Conditions

RESPONSIBILITIES OF THE VP: PROGRAMMING/DIRECTOR OF DG DIALOGUES

The vp: programming/director of DG Dialogues are responsible for reviewing the Chapter Preparation Guide for the program you are slated to receive. Completing every item on this checklist is essential for a successful workshop. Should the chapter not fulfill the responsibilities, a fee will be assessed based on the item(s) not completed. This fee/cost will be determined by Delta Gamma Fraternity and will include the items detailed in the Cancellation section of this document.

ATTENDANCE

This program requires attendance of 80% of your chapter. The percentage is calculated based on your Anchorbase chapter roster at the presentation time. New members of your chapter will also be included in the roster total. Those who are on Excused Status or that have asked to be excused from a program due to being triggered by the content (only applicable for You Can Support Your Sister) will not negatively count toward your chapter attendance calculation. It is an anchored event, and individual fines for members not in attendance should be assessed as outlined in your chapter's Bylaws and Standing Rules. If you do not meet the required attendance, your chapter may be charged based on the graduated scale listed below:

Attendance:	Chapter Financial Responsibility
80%-100%	No Charge
71%-79%	25% of overall cost of the program
60%-70%	50% of overall cost of the program
0-59%	100% of overall cost of the program If you know less than 60% of the chapter will be in attendance, please contact Executive Offices and your facilitator to cancel the event.

CANCELLATION

All cancellation requests must be at least seven days before your event date. Please submit request to the assistant director for health & well-being Kollin Fitzpatrick at kollin.fitzpatrick@deltagamma.org.

Should you cancel the presentation without proper notice, your chapter may be fined for the charges incurred up until the moment of cancellation for facilitator costs and other expenses.