

AFPEI Weather Cancellation Policy

Approved by the AFP Eastern Iowa Chapter Board of Directors on March 20, 2019

Educational programs and other events organized by the Association of Fundraising Professionals, Eastern Iowa Chapter, may be cancelled on occasion due to weather or other emergency situations. The following guidelines will direct our actions for all event cancellations.

DECISION TO CANCEL AN EVENT

- The AFPEI chair in charge of the event will lead this decision.
 - For monthly educational programs, the leader is the Vice President of Programming (VPP).
 - For National Philanthropy Day, the leader is the NPD chair.
 - For member socials, the leader is the Vice President of Membership.
 - If the designated leader is unavailable, the AFPEI president will assume the leadership role.
 - *To conserve words, the remainder of this policy will list the VPP as the decision leader.*
- The VPP's first action will be to speak with the hosting venue, typically Hills Bank, and ask if they will host the event. If the hosting venue prefers to cancel, the event will be cancelled.
- The VPP's second action will be to speak with the presenter(s). If he/she will not be able to attend the event, the event will be cancelled.
- The VPP's third action, if both Hills Bank and the presenter are comfortable with proceeding with the event, will be to follow the decision of the primary school district where the meeting will be held: Iowa City Community School District for Forevergreen Road/North Liberty events and Cedar Rapids Community School District for Blairs Ferry Road/Cedar Rapids events.
 - If the designated school district cancels classes for the entire day, the event will be cancelled.
 - If it is a delayed start, the event will not be cancelled.
 - If it is an early release, the event will be cancelled.

NOTIFICATION OF CANCELLATION

- The VPP immediately will email the following groups/individuals about the cancellation decision:
 - AFPEI Board of Directors
 - AFPEI Chapter Administrator
 - Hosting venue
 - Presenter(s)
- The Chapter Administrator then will send a cancellation email to the following groups:
 - The email distribution list for AFPEI educational events
 - All registered guests
 - Hosting venue (the bank liaison will be responsible for communication to other Hills employees)
- The Chapter Administrator will post the cancellation notice on the AFPEI website with headline-sized text in the following locations:
 - Homepage
 - That event's registration page
- The Chapter Administrator will post the cancellation notice on the AFPEI Facebook page.

AFPEI Weather Cancellation Policy (continued)

RESCHEDULE THE EVENT?

- The VPP will endeavor to reschedule the event, preferably on a Tuesday in the same Hills Bank location. She/he will select a new date by requesting new date options from:
 - Speaker(s)
 - Hills Bank representative
- If the event is rescheduled, the Chapter Administrator will create a new invitation and registration page. All guests will be required to re-register. The email will be sent to the following groups:
 - The email distribution list for AFPEI educational events
 - All registered guests
 - Hills Bank representative, who is responsible for communication to other Hills Bank employees
- If a non-member has paid to attend the original event, the Chapter Administrator will contact that individual and offer to re-register the guest for the new date or refund the registration fee.