



NOVAA's mission is to inspire, develop and support leaders in volunteer engagement.

## Workshop & VMT Cancellation Policy

Updated: January 2015 (LC)

### Inclement Weather

NOVAA workshops and trainings (VMT) may be cancelled due to inclement weather. NOVAA workshops/VMT will follow Portland Public Schools District (PPSD) inclement weather decisions. If PPSD cancels school or issues a 2-hour late start district-wide, NOVAA workshops/VMT will be cancelled.

The NOVAA Board President, Marketing/Communications Chair and Program Chair are responsible for monitoring possible inclement weather and PPSD status, as well as informing registered attendees, the speaker(s), NOVAA Board Members, and the event site and/or vendors, of a cancellation.

If a NOVAA workshop/VMT is cancelled due to inclement weather, the following policy applies:

1. Invite registered attendees to a rescheduled workshop/VMT. Allow flexible attendance – a co-worker can attend in place of the original registrant.
2. If attendee cannot make the rescheduled date, their payment may be credited toward another NOVAA workshop/VMT later in the year.
3. If attendee cannot make the rescheduled workshop and cannot or does not want to attend an alternative workshop, a refund will be issued upon request.

*Note: Refunds are not available for workshop packages.*

### Attendee Cancellation/Request for Refund

If a registered attendee cannot make a workshop/VMT or must leave early due to illness or another unforeseen circumstance, the following policy applies:

1. Allow flexible attendance – a co-worker can attend in place of the original registrant.
2. Payment can be credited toward another NOVAA workshop/VMT later in the year.
3. A refund will be issued if at least 48 hours' notice is given.

*Note: Refunds are not available for workshop packages.*