

Case Management Society of New England
74 Buckboard Rd., Duxbury, MA 02332
Tel.: 603-329-7481
Email: CMSNE@CMSNE.org
Website: www.CMSNE.org

Policy #34-07

Date: 3/8/16

Policy and Procedure: Cancellation of Chapter Educational Offerings for Reason of Low Attendance

The purpose of this policy is to establish guidelines to utilize when considering canceling an educational offering for CMSNE.

Several factors must be considered when making decisions to cancel offerings:

- Number of registrants
- Consideration of speaker efforts and travel arrangements
- Consideration of sponsor costs, efforts and arrangements
- Consideration of cost to chapter

A general guideline to consider cancellation when registration does not meet 50% of the average attendance of prior educational offerings.

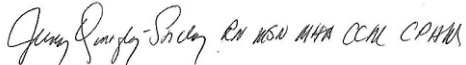
The Executive Director informs the Committee Chair or Extension Co-chairs, Board Liaison (if applicable) and CMSNE President (or President Elect in absence of President) of the low enrollment

If the offering is sponsored by a vendor, the vendor is contacted to discuss whether or not to proceed with the program.

- In the event that the program is sponsored 100% (food, site, speaker, CEU's), the decision to cancel is made by the sponsor.
- If the offering is partially sponsored, determination to proceed is made by CMSNE. The projected total monetary loss to the chapter should be considered. Note: There is always a monetary loss to the chapter for cancellation of any educational offering relating to administrative expenses (e.g. flyers, mailings, postage, CEU application fees).

The decision to cancel a program may include a discussion with available ~~Program~~ Committee members when reasonable.

The final decision takes place following discussion between Executive Director, Committee Chairperson or Extension Co-chairs, Board Liaison (if applicable) and Chapter President.

Signed Off: 
Jenny Quigley-Stickney, President 2015-2017

Date: 3/8/16