



### **Policy on Workshops**

- I. It is the policy of the Handweavers Guild of Boise Valley, Inc. that workshops are offered to members.
- II. Workshop fees shall be calculated based on the projected cost of conducting the workshop.
- III. Workshops may be subsidized with funds from the Pat Ann Education Fund, as stated in the Pat Ann Education Fund Policy.
  - A. The purpose of the Fund is to is to make educational events sponsored by the Guild more readily available to more members.
  - B. The Administrator of the Pat Ann Fund and the Vice Presidents will collaborate about workshop sponsorship from the Fund.
- IV. Participants must be a member of the guild in order to be able to register for the workshop.
- V. A member will be considered "Registered" upon full payment of the workshop fee.
- VI. Workshop fees are paid online or in person using cash, check, or electronic payment. A convenience fee will apply to all online or electronic payments.
- VII. Refunds
  - A. Prior to six weeks before a workshop is to be held, a refund will be given to participants canceling their registration in the workshop.
  - B. After six weeks before the workshop, a refund will be given only if there is a participant to take the place of the participant in the workshop. See the policies below about waiting lists.
  - C. The Board will make the decision as to whether refunds will be given, if it is requested by the participant due to significant extenuating circumstances.
  - D. If a replacement is assigned for a person canceling their registration, a refund will be given by the Guild to the person canceling. The new participant will pay their own fee directly to the Guild.

- E. If a workshop is cancelled, due to lack of participation or other circumstances, such as non-availability of the Presenter, refunds will be made to all participants. Exceptions to this may occur, depending upon any obligations required by the Presenter's contract. The final decisions related to this policy will be made by the Board.
- F. Refunds of digital fees will also be determined on an individual basis by the Board.

#### VIII. Waiting List

- A. If a waiting list is started for a workshop due to a tremendous response to the workshop, registration in the workshop will be allowed on a first-come first-served basis.
  - B. If a participant needs to cancel their participation in the workshop, they will contact the Vice President in charge of the workshop. A replacement participant will be assigned by the Vice President.
  - C. If a participant finds someone who would like to participate in the workshop and may be a potential replacement for their spot in the workshop, they will first contact the Vice President in charge. Again, the Vice President will assign the replacements, according to the waiting list.
- IX. Guests or children accompanied by an adult may visit workshops during meal breaks. It is most fair to the paying participants, and to the Presenter hired by the Guild, to be able to have a quiet and focused environment without distraction.