

Event Policies

Contracts

When reserving a venue or vendor, it is customary to have a signed contract in place with signatures from the university and the venue or vendor. Your staff liaison handles all contracts for your events in order to make sure that they meet compliance standards. Chapter leaders are encouraged to request contracts and invoices, but all signatures and contract amendments must come from a university official.

Insurance Information

If you have specific questions about insurance coverage for events, please contact your staff liaison to discuss. For example, you may have a question about insurance coverage if you're hosting an alumni event in your personal residence or if a venue has asked for proof of insurance from the university. In these and similar cases, work with your staff liaison to obtain proper coverage.

Budget Allocations

Depending on the size of your community, you may receive a budget from Millersville University. Allocations are determined based on a combination of factors, including alumni population in the local area and levels of previous activity. The actual money is handled by the Office of Advancement, but the estimated dollar amount helps communities plan their activities throughout the year. Budgets can be used for subsidizing the cost of events to make tickets more affordable, or on occasion, paying for an event outright.

Reimbursements

If you need to make a purchase on behalf of your community, please save the original, itemized receipts so that you can be reimbursed. Receipts can be mailed, scanned, or even sent as a photo through your phone. Reimbursement checks generally take up to 2 weeks to get processed and mailed.

Whenever possible, please work with your staff liaison to make purchases via a university credit card or university check. It's rare that a chapter leader must spend his or her own money.

Physical Liability Waiver

Participation in some events bears risk and danger from which bodily injury may occur. For these such events, the [Physical Liability Waiver](#) must be acknowledged and agreed to by participants.