

Workshop Payment Policy

PURPOSE: To clarify MQG policy regarding payment and refunds of workshop payments, particularly if a member is not able to or chooses to not attend a workshop that she has committed to.

CONSIDERATIONS: Programs chairs commit MQG funds to pay for workshop instructors, and commit to workshop venues. Cancellation policies allow for cancellation with 30 days prior notice with no cancellation fee to instructors. Within 30 days of the workshop date, we cannot cancel without a penalty fee or full payment. We intend to reflect these commitments in our policy of refunds to members that sign up for workshops, and as well reduce the burden on our Program Co-Chairs and Treasurer, who are involved in tracking and implementing refunds.

PAYMENT POLICY: Payment for a workshop is due when a member signs up for the workshop. If there is interest by members that exceeds the capacity of the workshop, a member with overdue payment will be contacted and asked for payment and if not made within a reasonable time period, the individual will be advised that their workshop spot has been forfeited. Payment can be made by check to Mudsock Quilters Guild, or cash (recommended at the meeting only, not through the mail).

REFUND POLICY:

BEFORE 4 weeks prior to the workshop date, a member may cancel their participation in a workshop, and the Programs Co-Chair will request a refund through the Treasurer.

WITHIN 4 weeks of the workshop date, a member may give notice that they cannot attend the workshop to the Program Co-Chair. The Program Co-Chair will advise if there is a wait list for the workshop.

IF THERE IS A WAIT LIST for the workshop, the Program Co-Chair will advise the canceling member of those on the wait list and she may attempt to confirm a replacement attendee. If one can be confirmed, the canceling member will contact the Program Co-Chair and advise of the replacement's name. Compensation arrangements for this spot will be at discretion of and directly between the members (the one that cannot attend and their replacement).

IF THERE IS NO WAIT LIST for the workshop, the Program Co-Chair will advise the member that they may attempt to locate a replacement to take their place. Compensation arrangements for this spot will be at discretion of and directly between the members (the one that cannot attend and their replacement). The canceling member will immediately advise the Program Co-Chair if/when they confirm a replacement, and the replacement's name.

If in the meantime, a member or members directly contact the Programs Co-Chair and sign up for the workshop (bringing it to capacity), and agree to immediate payment, the canceling member(s) will be advised and can no longer make arrangements for 'their spot(s)'.