



Pennsylvania System of Care Partnership Policy and Guideline

Policy Type: External
Policy Number: 001
Subject: Event Cancellation Policy
Date: December 17, 2013

I. Policy

This policy will define the cancellation procedure for the any event presented by Pennsylvania System of Care Partnership (PA SOC) due to unforeseen emergencies or inclement weather.

II. Purpose

The PA SOC Partnership recognizes the importance of the safety and time of anyone who attends a PA SOC Partnership sponsored event.

III. Guidelines

If the need to cancel an event should arise, the following will occur:

1. If the event facility provides a cancellation notice 24 hours in advance, then a cancellation e-mail will be sent to the registered event participants.
2. The cancellation will be posted on the home page of the PA SOC Partnership website as soon as a decision is made (www.pasocpartnership.org).
3. If there is a weather-related concern, please call 717-346-1184 to check for cancellation message.
4. A member of the PA SOC Partnership Team will contact event participants regarding when the event day(s) will be rescheduled.

Signed: _____

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Effective Date: December 17, 2013

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