

## HSC Programs Guidelines

Hemophilia of South Carolina (HSC) strives to provide programming that is relevant, educational, supportive, fun, interesting, and to meet the needs of our SC Bleeding Disorders community. Over the past several years, HSC has seen an increase in member participation numbers and increased costs associated with our rising membership.

In order to continue educational and popular programming, HSC had enacted the following program guidelines to maximize attendance, encourage fiscal responsibility, and ensure HSC has a fair and proper registration system.

### RSVP Management Guidelines

HSC reserves the right to determine one's place on an RSVP list by:

1. Date/Time registration is received
2. "No-Show" history
3. Attendance at additional events over the past calendar year
4. Dual-role-(industry/consumer) membership

**What is a "No-Show"**- One that reserves a space, does not attend, and does not cancel their reservation prior to the event.

If a member has two "**No Shows**" in a calendar year, they will need to reserve their reservation with a \$25.00 or more (depending on the event) refundable deposit. Once a member has had less than 2 "**No Shows**" in a 12 month period, future deposit requirements will be waived.

**Hotel Guidelines**- HSC provides hotel overnight stays as needed to assist members who live out of town and over a 30 mile distance for some educational events; i.e. our annual meeting, advocacy training and family camp. The usual event is for a one-night, one-room stay per family. Families may stay additional nights at their own expense and make those arrangement directly with the hotel / facility. We try our very best at HSC to accommodate our members' needs in room sizes.

**Hotel No-Show Guidelines**-HSC will require member to use their credit card number to reserve hotel rooms for overnight stays at our events if they have "**no-showed**" to one event within the last year where a hotel room and food was reserved for the member in their name and the reservations were not canceled within the timeframe for HSC to receive a full refund (not charged to an HSC account).

The Board of Directors at HSC would like you to understand that the purpose of this policy is not to punish anyone, but to ensure that HSC is able to continue delivering quality educational and social programs for ALL our members. Thank you!

Programs 1.0  
Adopted by the BOD 1.1.15