

ASA Philadelphia Chapter Event Reporting and Approval Procedure

To ensure that an event, with respect to which it is contemplated that the Philadelphia Chapter of the ASA may become associated in any manner, is conducted consistent with the Chapter's interests, and that the Chapter's Board of Directors is adequately informed about the event's financial and other circumstances prior to approving the details of the Chapter's association with such event, the following procedure is to be followed by any Chapter member or other party seeking to obtain the Chapter's funding, provision of other resources, sponsorship, endorsement, or other form of assistance or involvement with respect to the event:

The delivery of an adequate written description of the event, including:

1. Statement of objective(s)
2. Date(s)
3. Costs
4. Funding sources
5. Revenue sources, including registration fees or otherwise
6. Intended audience
7. Parties (whether affiliated with the Chapter or not) who will perform various functions in furtherance of the event
8. Location
9. The disposition of any monies remaining after all expenses have been defrayed
10. The Chapter's proposed involvement in whatever form, be it financial or otherwise, including a complete explanation of any financial, legal, or other undertakings, commitments, obligations, or roles which the Chapter would be intended to assume
11. Other parties' proposed involvement in whatever form, be it financial or otherwise, including a complete explanation of any financial, legal, or other undertakings, commitments, obligations, or roles which such other parties would be intended to assume
12. Should the Chapter be contemplated to have any form of direct or indirect financial or legal obligations, whether or not the Chapter is a party to any written contracts which govern transactions relating to the event, a written budget in respect to the event which, among other information, details the circumstances of the Chapter's obligations and, if applicable and feasible, an estimate of the financial remuneration which the Chapter might be expected to receive
13. If the Chapter is contemplated to be a party to any written contracts in connection with the event, copies of such documents should be made available to the Board to review and approve in advance of their execution

The information described in foregoing items should be presented to the Board in a timely manner so as to afford adequate opportunity for the Board to determine on what basis, if any, the Chapter will be involved with respect to the event.

In the absence of adherence to the foregoing procedure, no Chapter member or other party is authorized to publicize or otherwise represent that the Chapter is associated with an event, nor to expect any form of financial assistance or other participation by the Chapter.