



## **Standard Operating Procedures**

### **Comped Event Ticket Policy for Alumni Association**

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**Overview:** This policy is an outline of the event ticket policy for the Alumni Association

The Alumni Association hosts a myriad of events throughout the year. Many events are alumni centered however; there are events where faculty, staff, board members and community members are invited. Regardless of an event cost, a RSVP is always required. The below policy was adopted by the Winthrop Alumni Association on October 16, 2019 to serve as the Comped Event Ticket Policy. The Alumni Executive Board reserves the right to adjust the policy as needed.

#### **Alumni Chapter Events**

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If there is a cost associated with the alumni chapter event all alumni, board members and university faculty and staff are required to pay the event ticket/registration cost. All must RSVP by the deadline.

#### **Alumni Association Events**

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If the event is free for alumni to attend, then it is free for board members, university faculty and staff. A RSVP is required for all events. If there is a cost associated with the event all alumni, university faculty and staff members are required to pay the registration cost.

Board members of the Alumni Executive Board, Board of Trustees and Foundation Board are not required to pay the registration cost because of their contribution to the university. If the board member would like to pay for their ticket/registration, they are able to do so. If a spouse is attending the event with a board member, they will be responsible for the registration cost. All must RSVP by the deadline.

#### **Alumni Reunion and Awards Luncheon**

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All alumni celebrating a milestone reunion and alumni award winners are invited to the Alumni Reunion and Awards Luncheon. Each alumnus, university faculty and staff member are required to pay the registration cost.

Board members of the Alumni Executive Board, Board of Trustees and Foundation Board are not required to pay the registration cost because of their contribution to the



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university. If a spouse is attending the event with a board member, they will be responsible for the registration cost. All must RSVP by the deadline.

The below divisions or departments are not required to pay the registration cost because of their contribution to Homecoming and Reunion Weekend or position at the university. If the senior leadership staff member cannot attend, one person for their division may attend in their absence. If a spouse is attending the event, they will be responsible for the registration cost. All must RSVP by the deadline.

- Louise Pettus Archives and Special Collections
- University President and First Lady
- Alumni Executive Board President and President-Elect
- Award Winners and up to three (3) guests
  - o If award winners would like to bring more than (3) guests, the tickets are \$15 for each additional guest.
- University Senior Leadership
  - o Provost and Executive Vice President for Academic Affairs
  - o Vice President for Access and Enrollment Management
  - o Vice President and Chief of Staff
  - o Vice President for Finance and Business Affairs
  - o Vice President for Human Resources, Employee Diversity and Wellness
  - o Vice President for Intercollegiate Athletics and Athletics Director
  - o Vice President for Student Affairs
  - o Vice President of University Advancement