



The Executive Office staff are working diligently to address the coronavirus (COVID-19) concerns in our collegiate chapters. The situation is evolving, and we encourage you to remain calm and informed, as information is changing daily on this topic. The health and well-being of our members is our top priority. We appreciate your support of Alpha Phi as together we face the impact of this illness on our organization.

It is important that we are prioritizing the health and well-being of members during this ever-evolving situation, as we appreciate the question. Per the most [recent guidance](#) in the event that a campus restricts classes to online, we are advising that the chapter cancel or postpone all chapter events until such time that classes resume normally.

For the purposes of philanthropy events, the approach to handling postponements or cancellations must be evaluated on a case-by-case basis per chapter and community. While we have provided general information for you to consider, each chapter must make the best decision for their individual chapter and school. Please consult [crisis@alphaphi.org](mailto:crisis@alphaphi.org) with questions.

**Postponed Events:**

If the event is postponed, we suggest the chapter communicates to the attendees that the event is postponed with the new date if known. Communicating to your guests as soon as possible is imperative. We suggest that the ticket will be valid toward the rescheduled philanthropy event.

**Canceled Events:**

If you need assistance in reviewing cancellation clauses in signed contracts please send them to our insurance company at Mick McGill ([MmcGill@holmesmurphy.com](mailto:MmcGill@holmesmurphy.com)).

Prior to offering refunds, it very important that the chapter fully understands all contract cancellations clauses and total expenses they will still be responsible for. All event expenses the chapter is responsible for will need to be covered by the chapter budget. Please work with your advisors on budgetary matters to ensure that all event expenses stemming from a cancelled event are addressed.

We suggest that you ask your guests to consider forgoing a ticket refund to help cover the event cancellation cost. Any tickets sales without request for refund can be used to cover event expenses. If you are using GiveSmart to collect ticket sales and have tickets that

need to be refunded, please reach out to [chaptergiving@alphaphifoundation.org](mailto:chaptergiving@alphaphifoundation.org) with your name, chapter, event name, and a list of names who have asked for refunds for their ticket order. If you are using another platform for ticket sales, please consult that platform on how to get refunds for your guests.

In the event that the decision to cancel the event is made by your chapter, the university, or the venue, there is an alternative if your chapter decides they still want to fundraise for Alpha Phi Foundation. GiveSmart allows chapters to host virtual fundraisers. You can even host your silent auction completely electronically. Please note this is an option, not a requirement. Work with your advisors on what route is best for your chapter.

The health and safety of Alpha Phi members is of utmost importance. With the guidance of the Executive Office staff, please take any precautions concerning your upcoming philanthropy events.

Need additional help? Email [chaptergiving@alphaphifoundation.org](mailto:chaptergiving@alphaphifoundation.org).