

Oregon Chapter of the American Fisheries Society

Financial Assistance and Fee Waiver Policies and Guidelines for Chapter Sponsored Events

Participation by members of the Oregon Chapter of the American Fisheries (ORAFS or Chapter) in annual meetings and symposia is critical to the function and success of the Chapter. Registration fees generate revenue that is essential to functionality and attaining the Chapter's goals. This document is a guide for determining eligibility of ORAFS members or associated participants (defined below) for financial assistance or fee waivers for Chapter-sponsored events, including annual meetings, conferences, and special symposia (Chapter-sponsored event). To request financial assistance or waivers from ORAFS, an applicant must first determine if they are eligible using the guidelines below. After determining their eligibility, the applicant should contact the ORAFS President at president@orafs.org or access waiver documents at www.orafs.org.

1. Participants Eligible for Financial Assistance or Fee Waivers

Interested persons who have a demonstrable financial need may qualify for financial assistance or fee waivers, provided that they meet the eligibility requirements stated below, and are at the discretion of the ORAFS External Committee. The Chapter cannot guarantee financial assistance or fee waivers to all applicants.

Workshop Organizer and/or Lead Presenter- Registration fees may be waived for the workshop organizer or the lead presenter of a Chapter-sponsored event.

Legislative Liaison- Registration fees may be waived for the ORAFS Legislative Liaison to attend a Chapter-sponsored event.

Executive Committee- Registration fees may be waived and lodging fees may be reimbursed for ORAFS Executive Committee officers for a Chapter-sponsored event.

Plenary Speakers- Registration waiver, lodging fees, travel expenses (within a pre-defined, mutually agreed-to and reasonable amount), and a \$500 honorarium may be provided to Plenary Session speakers at a Chapter-sponsored event.

Professionals- "Fish Out of Water" waivers may be issued to off-set registration fees for a Chapter-sponsored event for professionals who are ORAFS members. Fish Out of Water waiver application forms will be posted to orafs.org. Waivers will be issued on a first come, first served basis to qualifying professionals. The number of waivers for a Chapter-sponsored event will be determined by the ORAFS Executive Committee prior to the event.

Students- Discounted student registration fees are generally available for students at Chapter-sponsored events. The "Student" registration rate will, at a minimum, cover the estimated per person food and beverage cost for the student attendee. When available, ORAFS will provide a limited number of rooms for student volunteers at a Chapter-sponsored event. For students to qualify for

these rooms, they will be required to volunteer a nominal number of hours during the Chapter-sponsored event. Student volunteer responsibilities, number of volunteers needed, and the number of volunteer hours required will be determined by the ORAFS Executive Committee prior to the event. Volunteer requirements will be posted on the ORAFS website. The ORAFS Vice President or a volunteer coordinator will be responsible for overseeing and assigning volunteers.

Media- A limited number of reduced registrations may be provided for members of the media. The number and price of the discounted registration will be determined by the ORAFS Executive Committee prior to the event.

Vendors- One registration waiver will be included as part of the vendor registration for Chapter-sponsored events.

Sponsors- Sponsorships may include a limited number of registration waivers depending on the level of the sponsorship (see table below). Sponsorship by an organization does NOT provide a blanket registration for all its employees/members to attend.

Sponsorship Level	Amount	Registration Waivers
Platinum	> \$10,000	4
Gold	\$5,000 - \$9,999	3
Silver	\$1,000 - \$4,999	2
Bronze	\$ 500- \$999	1

2. Participants Not Eligible for Financial Assistance or Fee Waivers

The following participants are not eligible for financial assistance or fee waivers, unless they are covered under section 1.

Moderators- Attendees who moderate a session or series of presentations at a Chapter-sponsored event are not eligible for waivers or cost reimbursements.

Presenters- Attendees who are either invited, volunteer to give a presentation, or prepare a poster at a Chapter-sponsored event are not eligible for waivers or cost reimbursements.

Groups- Attendees, who register for a Chapter-sponsored event as part of a larger group, are not eligible for waivers, group discounts, or reimbursements of costs.

3. Refunds/Cancellations

Cancellations and refunds will only be accepted up to the cancellation date, which will be posted on the ORAFS website. After the cancellation date, registrations can be transferred to another person if necessary at no cost. All refunds will be charged a \$25 cancellation fee to cover the service charges associated with the registration website.