



## School Nutrition Association of Virginia Cancellation Policy

### ***SNA-VA funded registration/event***

1. Each individual is responsible for expenses paid by SNA-VA for attendance at meetings, conferences, etc. unless cancellation is received in writing twenty-one (21) calendar days prior to the event.
2. Notice of cancellation must be sent to the President in writing. Telephone calls are not acceptable.
3. Any penalties due to cancellation, even if within the twenty-one (21) day window, will be the individual's responsibility. Future Attendance at meetings will not be allowed until restitution is made.
4. Attendance at all sessions is mandatory when association funds are expended.

I will be attending the following SNA-VA funded activity:

**Conference/Event:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Attendance Dates:** \_\_\_\_\_

I have read the cancellation policy and agree to comply with all guidelines.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_