

## NADI Member Attendance and Conduct Policies

When you sign up for a tabling event, training session, or assessment, we expect you to respect the commitment you are making. To discourage signing up for far-off future events and cancelling, events will become available for sign ups one month in advance.

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### Communication and Attendance Expectations

To cope with growing numbers of volunteers and limited spots at events, a strike system has been implemented to encourage communication and attendance.

- You will receive a reminder email **ONE WEEK** before the event
- Please respond at least 72 hours prior to the event with whether or not you can still attend, to give us ample time to reach out to waitlisted volunteers
- If you do not respond to our email notice at least 72 hours before the event, we will offer your spot to the next member on the waitlist
- If the member we contact from the waitlist is available, you will be uninvited via email from the event

A strike will be given when:

- 1) You do not respond to our reminder email prior to 72 hours before the event
- 2) Not attending an event after confirming attendance
- 3) You arrive to the event more than 15 minutes late
- 4) Violating event etiquette after being warned

If you receive 3 strikes in a semester, you will unfortunately not be allowed to volunteer at events for the remainder of that semester. We will notify people every time they receive a strike.

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### Refresher Courses

If you do not attend a minimum of one event per semester, you will be required to attend a refresher training before attending more events. Refresher training will be held each semester, and will not include a re-assessment.