**POLICY AND PROCEDURE**

**FOR**

**WINTER MEETING**

1. The Winter Meeting registration is established at two dollars ($2.00) per member plus the cost of medium priced meals, including gratuity. An additional amount per member will be added to registration if a “set-up fee” is charged.
2. **A request for a refund must be given to the Winter Meeting Chairman by the time a firm meal count is required by the facility. This deadline will be published on the registration form.**
3. Members are responsible for any registrations made.
4. Any profit from Winter Meeting will be turned over to the Oregon State Council Treasury.
5. Any deficit occurred from winter Meeting will be covered by the Oregon State Council Treasury.