



Financial Guidelines

EVENT REGISTRATION FEES

'Canes Communities may charge registration/entrance fees for events as a way to cover expenses for an event. Enclosed are guidelines for event registration fees:

- It is important to remember that event registration fees can potentially hinder your 'Canes Community's ability to maximize R.S.V.P.s for events. Event registration fees should only be used to offset costs that provide significant added-value to your 'Canes Community's events.
- 'Canes Communities should aim to break-even on an event, when determining event registration fees.
- 'Canes Communities that plan on collecting event registration fees on a consistent basis should have a designated Executive Board member in place, such as a Treasurer assigned to exclusively oversee the operation of collecting event registration fees and ensure that the process operates correctly.

Important: In accordance with the UM Alumni Association Constitution and Bylaws, the UM Alumni Association cannot be involved with collecting or managing 'Canes Community event registration fees. If your 'Canes Community decides to collect event registration fees, it will be 100% your 'Canes Community's responsibility.