

Proposed Policy and Procedure Changes Feb 2008

New Policies

Refunds. Refunds for OMD events may be given if requested within 60 days after the event and with the authorization of the sponsoring committee chair or their designee. Refunds may be authorized after 60 days only if extreme extenuating circumstances exist. To obtain a refund, a OMDA refund form must be completed and filed with the OMDA office.

Cancellation Fee. Any registration that is cancelled will be charged a \$5 processing fee by the OMDA office. Committees may set their own cancellation policies including amounts and deadlines, but this minimum fee must be charged to cover administrative fees incurred by the OMDA office.

Showing of Movies at District Events. In compliance with federal copyright laws, District organizations may only show movies at district events if they meet the exemptions permitted under law or they have obtained the appropriate license to show the movie. Exemptions include: 1) the movie has “audiovisual rights” for non profit organizations; 2) the movie is not labeled “for Home Use Only”; 3) the movie is being used for face to face instruction in a classroom with attendance limited to the teacher and students and is part of the teaching activities of the institution and curriculum. To find out more about obtaining a license, visit Church Video License at www.ccli.com. If you have questions about if your group’s situation meets the copyright guidelines or needs a license, please contact the District Office.

Policies and Procedures updated

1) All references to Board Liaisons have been changed to liaison, since liaisons are now staff or board officers. General board liaisons are no longer assigned.

2) Communications Updates

6.3.5 Committees may submit material for inclusion in District Doings, *the Congregational Packet*, *the OMD Website* and *email lists* as appropriate

6.3.6 Committee chairs shall provide notification for meetings, *teleconferences* and *events* to the OMDA Office *as soon as scheduled*.

3) Event Reports

5.3.4 The sponsoring committee shall submit a financial summary report, detailing income and expenses to the OMDA Office within *four* weeks of the event’s end.

4) Expense Reports

Expense reports for mileage only may be submitted to the district office by email.