

**Inclusion Policy:**

“OSAY is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We embrace and encourage our members’ differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our members unique.” Adapted from the Society of Human Resource Management Organization

**Refund Policy:**

A reservation PAID is a reservation MADE. Refunds will only be administered in the case of an event cancellation, if you cancel before five business days of the event, or in the case of emergent issues which are subject to the approval of the board (e.g., positive Covid test, medical or family emergencies).

**OSAY Cancellation/Swapping Policy:**

If you cancel less than five business days before an event, you are free to find another OSAY member to take your spot who will reimburse you privately for the cost of the event if desired. For communication purposes (eg. carpool, venue changes, etc.) please notify OSAY via email if you decide to swap with another member. OSAY is not responsible for refunds, reimbursements, or coordinating with members for cancellations within five business days of the event. Due to this change there will no longer be a waitlist. Spots that become available before five business days of the event will be rereleased on a first come first serve basis via our website.

**Fees Disclaimer:**

Prices for OSAY Cultural Events are based on the cost of the event per our vendor and a mandatory transaction fee required for online payments rounded to the nearest dollar. On the occasion that excess funds remain after an event, they will be used to fund future event costs.

**Photography Policy:**

Photos are an integral part of the OSAY experience. Photos taken at events will be used on our social media. If you have reservations about being on our social media accounts please alert a

board member so that we can ensure you are not posted. Consent is implied unless otherwise stated whether verbal or written.

**Safety Policy:**

OSAY would like to remind you to be SAFE. If you choose to drink, please do not drive. Utilize the taxi services or public transportation.

**Driving/Carpool Reimbursement Policy:**

Should a member volunteer to drive participants to an event, the driver will be reimbursed all tolls and parking fees. In addition, the member will receive a \$10 coupon code for a future event.

**Visiting Family:**

Visiting family of members in good standing may attend events if there is space available and will pay an additional fee for that event.

**Yen Conversion:**

When converting reimbursements/payments, OSAY will use the Community Bank daily Yen rate for each specific date (USD → Yen).

**BOARD USE ONLY**

Reimbursement Procedure:

1. Purchases must be made on a single transaction (receipt). This means ONLY OSAY items should be on the transaction (receipt).
2. If your transaction is in YEN please provide the Yen to Dollar rate with the date written on the receipt and on the check funding request sheet.
3. Provide receipts or copies of your receipts stapled to the invoice when you turn it in to the treasurer.
4. The Treasurer has 60 days to reimburse you the amount owed in USD.