



IECA Regional Group Meetings and Events Procedures

Liability

Because Regional Groups operate under the auspices of the IECA national association, and as events are publicized through the IECA Member Network and in IECA's 5 Minute News, IECA is assuming some liability for these events. IECA holds a \$2 million liability policy which protects IECA during any official events. While occasionally facilities require IECA to secure a policy rider naming the university harmless, this is only when we rent facilities. This is not the case for tours, as these are seen as the college extending an invitation for us to be on campus, and therefore the university assumes the liability.

FAQ: If a Regional Group needs to clarify what is the line between events where it is IECA or the college/school's insurance: are we a temporary tenant, paying for space or are we there as an invited guest? Contact IECA's Member Experience Manager.

When IECA Regional Groups meet or have an event at a restaurant, those public facilities MUST, in every state, hold their own liability policy and this policy is primary. On the rare occasion that a restaurant demands proof that IECA has its own liability policy, this can be provided to the Regional Groups on an as-needed basis when arranged in advance by contacting IECA's Member Experience Manager.

If meeting at a member's office, that member ought to have their own liability policy, since this is a space where the public is invited. If in a larger office building, the building's owner must carry liability insurance.

When gathering in a member's home, most U.S. homeowners have a clause in their homeowner's insurance that protects the homeowner should a guest to their property hurt themselves or others. The host should check their homeowner's policy. Some homeowner policies exempt anyone coming to their home for 'commercial purposes.' However, in the case of community-building gatherings, no commerce (exchange of fees or services) is taking place. IECA procedures stipulate that Regional Groups should meet in members' homes and/or offices only with an assurance that the homeowner/office renter/building owner holds liability insurance (virtually all commercial spaces are insured, by law).

Deposits for Facility Use

IECA requires that Regional Groups not incur debt, nor maintain a fund balance. If they did, the finances of every Regional Group would become part of our financial management and tax filings, leading to additional complications and expenses.

FAQ: What could a Regional Group do if, for example, they wanted to rent a room at a restaurant for a holiday party?

The easiest option would be for one member of the group to make the deposit (from a personal or business account) and collect fees from each participant to offset all costs associated with the party. The expectation is that this would end as a break-even event.

However, if a group needs IECA to sign a contract including advancing the deposit, IECA can do so. In this instance, the Regional Group chair would make the request to IECA. Complete the [Request for Event Space Rental Deposit form](#) to send the information to IECA's Member Experience Manager for the approval to move forward.

This request should include:

1. A copy of the contract.
2. An explanation of how the advance will be repaid. For example, if the restaurant requires a deposit of \$250 (applied to room rental) and will be charging \$25 per head for food and beverage plus tax and gratuity, IECA could advance the \$250 deposit with two weeks' notice.
3. In this case, IECA will require the group to share a simple budget for the event:
 - The location
 - How many people will pay \$XX amount to cover all costs
 - Costs should include the restaurant and reimbursing IECA for the advance/room rental

Regional Group Tour Procedure

There are two options for such tours.

Option 1: Most often when local groups visit local colleges/schools they opt to make it a drive-in or public transportation event, as the cost for buses has become very steep. In all cases, a bus should only be contracted with a company that has its own insurance policy, which would be primary. A small local tour may be arranged without involving the IECA office, in which case the IECA office will not make arrangements, sign contracts, forward deposits, or have liability. If the Regional Group wants to hire a bus and needs IECA to sign a contract and/or forward the deposit, complete the [Request for Bus Rental Deposit form](#) to send the information to IECA's Member Experience Manager, for the approval to move forward.

Option 2: For a Regional Group planning a formal large group tour, there is no minimum number of attendees. However, as the fee for the tour would be set by IECA based on the number of attendees, buses should only be used if necessary and if at least 35 attendees are expected. Opening tours up to members beyond the region could help meet the number of attendees.

If an IECA Regional Group would like to arrange a formal IECA group tour, complete the [IECA Regional Groups Campus Tour Proposal form](#) to send the information to IECA's Member Experience Manager for the approval to move forward. After IECA has approved the details and the bus contract, IECA can advance the money for the deposit. IECA's liability contract covers IECA events, so this would include everyone taking part in the event.

1. Regional Group is tour host, with tour being open to all IECA members.
2. Registration priority is given to Regional Group members (several days).
3. Waitlists for IECA non-Regional Group members will be pulled from at a pre-set date on a space-available basis.
4. All fees would be set by IECA.
5. All procedures are subject to change.

If the Regional Group plans for IECA to sign a contract and/or is seeking a deposit, follow these steps:

1. Regional Group submits to IECA information on proposed tour, dates, expenses, and invitees.
2. Upon approval, IECA staff sets the fee and builds out a registration system.
3. IECA approves budget, reviews and signs contracts, announces the tour, and handles registration per invitee list.

Gift Procedures

Gifts (flowers, gift cards) should not be given to vendors, admission representatives, or other presenters. In virtually all cases, presenters are selling to members, whether selling their school, their college, their services, or their product.

FAQ: Is buying an admissions representative's lunch considered a gift? While not necessary or expected, if a Regional Group really wants to buy the rep's lunch, the attendees could split the bill to cover the cost of their lunch.

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