Reunion Representative Financial Agreement

By signing below, I indicate my understanding and acceptance of the following:

1) That through a secure online registration system, Queen’s University will collect registration fees for my group’s reunion event(s)/merchandise. Payment from registrants can be accepted through online credit or debit card payment, or as cash or cheque submitted directly to Queen’s University Alumni Relations.

2) That Queen’s University may, as instructed, process payment of certain invoices on behalf of my reunion group.

3) That fee amounts will be set by the Reunion Planning Representative(s) based on known/expected expenses that will be incurred through event planning and execution or through purchase of merchandise.

4) That Queen’s University will incur a cost equal to 2% of the value of all credit card sales, and that this cost will become the responsibility of my reunion planning committee.

5) That upon completion of my Reunion, Queen’s University shall calculate a final balance for my reunion equal to total registration fees collected less any expenses paid (including the 2% credit card fee).

- Where fees collected exceed expenses paid by Queen’s:
  Please indicate where you would like excess funds to be allocated (e.g. Dean’s fund, bursary, class bank account):

  Note that a cheque cannot be made payable to an individual for any instance other than direct reimbursement of pre-authorized expenses. Any direct reimbursement requires the submission of an original receipt (photocopies and/or credit card slips are not sufficient documentation).

- Where expenses paid by Queen’s exceed fees collected:
  The reunion organizing committee will be required to reimburse Queen’s University for the difference within 30 days of being provided with a final statement.

______________________________  ________________________________  ________________________________  ________________________________
Reunion Planning Representative’s Name:  Email Address and/or Phone Number:  Signature:  Reunion Class/Group:

______________________________  ________________________________
Date:  ________________________________

ALUMNI RELATIONS, OFFICE OF ADVANCEMENT, QUEEN’S UNIVERSITY
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1-800-267-7837 ext. 77903