**Program Guidelines**

The Hemophilia Association of the Capital Area (HACA) strives to provide programming that is relevant, educational, fun, interesting, and accessible to those individuals living in the territorial jurisdiction of HACA which includes the District of Columbia, Northern Virginia, and Suburban Maryland.

*Northern Virginia is defined as the cities of Alexandria, Fairfax, Falls Church, Herndon, Manassas, Manassas Park, and Vienna and the counties of Arlington, Fairfax, Fauquier, Loudon, Prince William and Stafford.*

*Suburban Maryland is defined as Prince George’s and Montgomery Counties.*

Over the last several years HACA has seen an increase in participation numbers and increased costs. Many of our programs have a limit on capacity. We love to see each and every one of you at our programs, including individuals from the neighboring chapters. In order to continue educational, creative and popular programming HACA has enacted the following program guidelines to maximize attendance, encourage fiscal responsibility, and ensure HACA has a fair and equitable registration system.

**RSVP Management Guidelines**

HACA requires a $25 no-show fee from those who “no-show” to a program before that individual is permitted to attend another program. *“No-show” definition* - One that reserves a space, does not attend, and does not cancel their reservation prior to the event.

**Camp Guidelines** – HACA contracts with Camp Holiday Trails to offer a summer camping experience for children from 7-17 years. Cost per child is $560+, and HACA is financially responsible for all children who are confirmed within two weeks of the first day of camp. We understand that emergencies and extenuating circumstances may arise and ask that you notify CHT and/or HACA as soon as you know that you will not be able to attend. Last minute cancellations (within two weeks of the first day of camp) for any reason other than illness and/or family emergencies will be documented as a “no-show” and will be evaluated on a case by case basis to see if you may be responsible for reimbursing HACA the full camp amount and/or paying Camp Holiday Trails to reserve your spot for the following year.

Please understand that the purpose of these policies is not to punish anyone, but to ensure that the HACA is able to continue delivering quality educational programs for all our members.