

Memorandum:

PAAC Sponsored Flights and No-Show Policy

Challenges with event attendance and communication have made it necessary for us to implement new policies regarding RSVP, cancellations, and sponsored travel.

New Policies Effective Immediately

1) No-Show Policy for PAAC-Sponsored Flights

- i) If a student is a no-show for a PAAC-sponsored flight **without notifying** both PAAC and Southwest Airlines at least **48 hours in advance**, the club will lose eligibility for sponsored flights for the rest of the academic year.

2) Mandatory Transportation Service Usage

- i) Students flying in for PAAC events are required to use PAAC's transportation services from the airport to the event and back.
- ii) If you plan to make alternative transportation arrangements, you **must communicate them to PAAC at least one week in advance**.

3) Flight Sponsorship Limitations

- i) PAAC will no longer sponsor flights for students or clubs planning to arrive early or leave on a different schedule from the official event dates.

4) Change Policy

- i) Please avoid changes to student travel plans. Once a student is registered for an event and travel plans are underway, it is very challenging to make changes.
- ii) Only one change per event is permitted, but *please reach out should something arise*.

The Importance of Communication and RSVP Responsibility

Late cancellations, no-shows, and unannounced changes to travel or participation plans impact more than just logistics—they result in financial loss for PAAC, including unused meals, unused- prepaid transportation, non-refundable e-passes, event resources, and people hours.

As we strive to provide high-quality programs, we ask that advisors stress to students the importance of mindful RSVP practices and clear communication. These valuable life skills go beyond our events and reflect respect for everyone's time and resources.

Club Advisors

We rely on your support to:

- Ensure students and their families understand these policies.
- Encourage students to promptly communicate any changes to their plans to PAAC.
- Help students recognize the broader impact of their actions on our programs and the PAAC community.

Thank you for your partnership and understanding as we work together to create meaningful and sustainable experiences for all our students.

If you have any questions or concerns about these policies, please feel free to reach out.

Mahalo,

The PAAC Team

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