

Mid-Atlantic Christian University Institutional Policy #4

SUBJECT: Planning for Rally and Homecoming Event

DATE: Historic

REVISED: February 2015, April 2020

NEXT SCHEDULED REVIEW: February of odd-numbered years.

APPROVED BY BOARD OF TRUSTEES: May 9, 2014

Policy for: Mid-Atlantic Christian University

Procedure for: Director of Institutional Advancement

Authorized by: President

Issued by: Board of Trustees

I. Purpose

To establish guidelines to prepare for and manage the annual Rally and Homecoming event.

II. Policy

The Rally is under the staff supervision of the Director of Institutional Advancement (DIA) and is principally planned and managed by the Alumni Association. The university president appoints and provides guidance to the Rally planning committee regarding timing, themes, and events.

The Rally Planning Committee meets twice each year in order to evaluate the previous rally and to select speakers and other participants for the next Rally. The DIA is responsible for making sure the committee meets and carries out its duties.

III. Procedure

1. The Rally Planning Committee is made up of the alumni association president, president-elect, and the DIA. The president-elect may select up to three alumni to serve on the committee, and the DIA may recommend up to three members of the faculty/staff to be appointed by the President.
2. The Rally Planning Committee will meet formally at least twice a year, in September and January. The September meeting receives the president's guidance and prepares the initial plan for the Rally. It also:

- a. Reviews the participants and schedule for the upcoming Rally.
 - b. Makes recommendations or reviews a theme and possible workshops for the Rally.
 - c. Makes suggestions regarding special music.
3. The January meeting is the time to finalize plans for the upcoming Rally and to select the main speakers and song leader for the following Rally (typically 15 months before the Rally). This allows the president-elect to have input into the Rally that they direct the following year.
 - a. The committee will select a first, second, and third choice for each of the following: the main speaker, an alumni speaker, and song leader.
 - b. There may be times that a committee believes it should select a main speaker earlier than prescribed above (i.e. to invite a well-known popular speaker, for a significant university anniversary, etc.). The committee, with approval from the university President, may select a main speaker for a future rally that is beyond the normal scope of its assignment.
 - c. The committee will review participants and schedule for the current Rally.
 - d. The committee should make recommendations for other participants, such as prayers, special music, or other roles that may be needed for the Rally. Care should be given when selecting participants to include graduates, alumni, and ministers new to the region who exemplify the Christian and moral standards of Mid-Atlantic Christian University.
 - e. A list of previous participants (to include those who pray, perform special music, lead worship, and speak) should be maintained in the office of the President and the DIA.
4. Meetings should be held on the university campus and dates included on the university calendar. The chair should prepare an agenda sheet for distribution at meetings (or send along with the notification of the meeting date).
5. Remuneration for speakers and worship leaders:
 - a. Staff or faculty will receive no remuneration (including travel).
 - b. The main speaker will receive \$400.00 per session, mileage at the IRS approved rate or plane fare (whichever is less). Lodging and meals will be provided as needed.
 - c. The alumni speaker will receive \$150.00 per session, mileage at the IRS approved rate or plane fare (whichever is less). Lodging and meals will be provided as needed.
 - d. The song leader will receive \$300.00 per session, mileage at the IRS approved rate or plane fare (whichever is less). Lodging and meals will be provided as needed.

IV. Published: Policy Manual

V. Reason for Revision

VI. Appendices