2020 [enter activity name]

Cancellation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task Description** | **Comments** | **Done** |
| 1 | Update Go/No-Go Notetaker in Dropbox/Admin folder with final comments | In lieu of an AAR |  |
| 2 | At 45 days out 1. notify cadets/parents and staff of cancellation
	1. Attach reimbursement form for full refund
	2. Remind cadets that slots will not be held; they must reapply
2. Have staff submit reimbursement form if expenses were incurred
3. Cancel any purchases (e.g., Vanguard, supplies, rentals)
4. Preference may be given to those who are aging out if reslotting (opt)
5. # of slots may increase in 2021 to accommodate addt’l cadets (opt)
 | AD signs and sends to NHQAD signs and sends to NHQ |  |
| 3 | Notify host(s), e.g., base support, trainers |  |  |
| 4 | Notify trainers, reservists, speakers, guides |  |  |
| 5 | Notify Wing and Region commanders |  |  |
| 6 | Notify lodging providers; exercise force de majeure clause |  |  |
| 7 | Verify that the budget is closed out |  |  |
| 8 | Verify there are no outstanding agreements or contracts |  |  |
| 9 | Ensure that NHQ has posted cancellation on NCSAS.com |  |  |
| 10 | Inform local publications of the cancellation |  |  |
| 11 | CSAs: Be ready to reapply for 2021 accreditation in Sep/Oct |  |  |
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