

University Courtesy Cards for Non-Employees Policies and Procedures

Purpose

Valparaiso University offers Courtesy Cards to persons in addition to University employees for one or more of the following reasons: recognition for prior service to the University; demonstration of continued support of the person; encouragement to participate in the life of the University; and a desire to draw the individual closer to the University for various public relations and fund-raising reasons. The Courtesy Card will provide these persons the same privileges of free or reduced ticket prices, use of University facilities, etc. that apply to University employees who receive Courtesy Cards.

Eligibility

All individuals receiving a Courtesy Card prior to Sept. 1, 2000, shall continue to be eligible for a card until such time as they no longer wish to receive said card or are no longer living.

Effective Sept. 1, 2000, former faculty, staff, and administrative staff who have been designated as a "retired employee" by the Office of Human Resources shall be eligible to receive a Courtesy Card. Upon the death of the "retired employee" his/her spouse will be asked if he/she wishes to continue receiving the card.

The President, for his own purposes or upon the recommendation of others, may make exceptions to this eligibility criterion, i. e. the University Board of Directors, President's Advisory Council, and other such groups.

Management

The Office of University Relations will coordinate the Courtesy Card program. The following offices will have responsibility for maintaining the list of eligible Courtesy Card recipients in these specific categories and providing that list to the Office of University Relations:

- Retired faculty and faculty widows/widowers – Office of the Provost
- Retired Staff and widows/widowers – Office of University Relations
- Selected community persons – Office of the Vice President for Institutional Advancement

By July 15 annually, the Office of University Relations will forward to the President a composite list of persons recommended to receive a Courtesy Card. After review by the President, the list will be sent by Aug. 10 to the Office of Human Resources which will mail the cards along with a letter from the President indicating the University's continuing appreciation for and interest in the recipient.

It is suggested that recipients of the Courtesy Card, especially those living outside the Valparaiso area, be contacted periodically to determine if they wish to continue to receive the card.

Disclaimer

In addition to information on the card indicating its benefits, the card should contain a statement indicating "Paid admission may be required at selected events."