**[WORDING FOR CANCELATION IN STATE OF EMERGENCY]**

Due to the state of emergency issued by **[state/local authority]** regarding the coronavirus, the **[event name]** scheduled for **[event date]** has been canceled. All paid and registered attendees will receive a full refund.

**[OPTIONAL: If you would like to redirect your event registration fees to either the club scholarship fund or the club operating fund, please respond to this email and let us know.]**

We are disappointed the event cannot take place at this time, however the health and safety of the community is our top priority. **[OPTIONAL IF POSTPONING: We hope to reschedule the event in the coming weeks/months.]**

**[If encouraging club scholarship donations]**

You can still contribute to our club scholarship fund that supports local Purdue students by **[mailing a check made payable to / or visiting giving.purdue.edu and selecting Purdue Club of XXXX in the dropdown menu].**

Hail Purdue!

**[WORDING FOR EVENT CANCELATION OUT OF CAUTION]**

Due to concerns surrounding the coronavirus and the safety of attendees, the **[event name]** scheduled for **[event date]** has been canceled. All paid and registered attendees will receive a full refund.

**[OPTIONAL: If you would like to redirect your event registration fees to either the club scholarship fund or the club operating fund, please respond to this email and let us know.]**

We are disappointed the event cannot take place at this time, but we recognize the importance of operating with an abundance of caution. **[OPTIONAL IF POSTPONING: We hope to reschedule the event in the coming weeks/months.]**

**[If encouraging club scholarship donations]**

You can still contribute to our club scholarship fund that supports local Purdue students by **[mailing a check made payable to / or visiting giving.purdue.edu and selecting Purdue Club of XXXX in the dropdown menu].**

Hail Purdue!