

Trip Fees Policy: The purpose of this policy is to promote good stewardship of the church's and every youth family's personal funds.

1. Fundraising/Non-Fundraising Status – *Fundraising is not required in order to participate in youth trips. As long as fundraising for youth trips remains a necessity, this policy will apply:*

- a. There will be a series of fundraising events throughout the year for youth trips. The first type of event is an ongoing sale of some sort, of which there will be two. In addition, there will also be one-day event driven fundraisers.
- b. *Fundraising Fee Status* – For those who wish to take advantage of the “fundraising” status in trip fees, whether member or guest, they must participate in the following:
 1. By Ski Trip – *Christmas Elves Drive* or its equivalent.
 2. By Summer – Either the *Youth Auction* or both *Valentine's Day Parents' Night Out* & *the Youth Coffee House*, or their equivalents.
- b. *Non-Fundraising Fee Status* – For anyone who does not meet the requirements of 1.b, whether member or guest, they will be required to pay a higher rate set forth by the Youth Pastor and/or Youth Committee.

2. Deposits: Due to the majority of our vendors charging us a minimum of \$50 per person whenever we cancel a spot, including with ample notice, ALL DEPOSITS for youth trips will be forfeit if trip participation is cancelled after the official trip sign-up due date designated by the Youth Pastor.

- a. The “grace period” for deposit retrieval will extend from the initial announcement of the trip (when the information is made available or mailed) to the official trip sign-up due date designated by the Youth Pastor. After this time, deposits CANNOT be retrieved.
- b. The deposits will NOT BE FORFEIT, only in the case of an unforeseen extenuating circumstance (see #5) or if a spot is taken by someone on the waiting list.

3. Cancellations After Cancellation Deadline: A cancellation deadline will be established for each trip by the Youth Pastor, following the cancellation schedule set by the vendors to the church..

- a. If trip participation is cancelled *before* the CANCELLATION DEADLINE, only the deposit will be forfeit.
- b. If trip participation is cancelled *after* the CANCELLATION DEADLINE, the deposit plus \$50 will be forfeit in order to aid the church in paying the full cost per person to the vendor for the cancelled spot.
- c. *Only deposits* will be forfeit if the spot is taken by another person from a waiting list after the CANCELLATION DEADLINE.
- d. In the event of unforeseen extenuating circumstances (see #5), *no monies* will be forfeit.

4. Late Cancellations: A late cancellation is defined as cancelling within the two weeks prior to the start date of the trip.

- a. If trip participation is cancelled within the last two weeks before the start date of the trip, *an additional fee of at least \$75 and up to \$200* will be forfeit.
- b. This policy only applies to certain trips, designated by the Youth Pastor when initial trip information is sent. In addition, he/she will also designate which late fee will be assessed in the event of a late cancellation, depending on the costs of the trip and monies retained by the vendor in the event of a cancellation.
- c. *Only deposits* will be forfeit if the spot is taken by another person from a waiting list, even during the late cancellation period.
- d. In the event of unforeseen extenuating circumstances (see #5), *no monies* will be forfeit.

5. Unforeseen Extenuating Circumstances:

- a. An unforeseen extenuating circumstance will be defined as the following:
 - An unforeseen illness or sickness that occurs.
 - A death in the family or among those who are like family.
 - Any other form of situation that requires immediate attention, was entirely unforeseen, and constitutes a real emergency.

*The validity of any excuse will be under the discretion of the Youth Pastor and/or the Youth Committee.
- b. The following will NOT be considered an “unforeseen extenuating circumstance.”

- Work
- School Work
- A foreseen illness
- School Activities
- Family Vacations
- Any Scheduling Conflicts

6. Youth Group Cancellations: In the event that the Youth Pastor or Youth Committee decides to cancel a trip, each individual family will have the option to either:

- a. have all monies already paid transferred to another trip.
- b. receive a FULL REFUND.

7. Binding Covenant

- a. Submitting a deposit for any youth trip constitutes a binding covenant, meaning:
 1. that youth is committing to participation in said trip and
 2. the family of said youth is agreeing to pay all fees as designated by this policy, the terms & conditions of said trip, and the Youth Pastor/Committee.
- b. A parent from each family shall read and sign this policy annually as long as their youth are participating in FPC Youth Trips.

Name: _____ Signature: _____ Date: _____