

Engage 2022 Individual Financial Policy

Christ in Youth (CIY) invests resources in cultivating relationships with our mission partners and in administrative costs with facilitating the mission experience. For this reason, CIY has adopted the following policies.

GENERAL POLICIES

- All donations made toward the cost of an Engage mission trip are non-refundable.
- All donations made toward the cost of an Engage mission trip are non-transferrable to other CIY programs.
- CIY reserves the right to cancel your spot on a trip if you do not meet the donation amounts and due dates listed below.

TAX-DEDUCTIBLE DONATIONS

Donations made to CIY are tax-deductible because they meet the following guidelines:

- Donations are solicited with the understanding that CIY has complete discretion and control over the use of all donated funds. As donations towards the mission trip are considered donations to CIY, not the participant, no refunds are given if participant is unable to go on the trip. This keeps donations tax-deductible.
- Checks or money orders from contributors are to be made payable to CIY. However, the participant’s name may appear on the memo line of the check. Checks should not be made payable to the trip participant. Any contributors to CIY on behalf of a trip participant will receive a tax-deductible receipt to retain for tax records. The receipt states that no goods or services were received in exchange for their donation and will be sent upon receipt of the donation. All donations eligible for tax deduction are donations to CIY and are therefore non-refundable.
- Trip participants may not receive money contributed to CIY on their behalf, even if there is a credit on their account. Therefore, if a contributor wishes to help with expenses not covered by the trip cost (see “Expenses not Included in the Trip Cost”), it should be given to the trip participant and not made payable to CIY. Donations to CIY are non-refundable and non-transferable.
- Donations submitted by the trip participant or a parent/guardian who claims the trip participant as a dependent for tax purposes are not eligible for tax-deductibility.

DONATIONS

A non-refundable donation of \$250 is required to complete your application. Your donation will not be processed until your application has been accepted. If your application is not accepted, you will not be charged \$250.

The remaining donation schedule is as follows:

	Deposit Donation	Deadline #1	Deadline #2	Deadline #3
<u>Spring Trips</u> (Mar., Apr.)	\$250 donation required for acceptance of application	Additional \$500 in donations due by November 30, 2021	Additional \$500 in donations due by January 14, 2022	Remaining balance due 14 days before trip departure
<u>Summer Trips</u> (May – Aug.)	\$250 donation required for acceptance of application	Additional \$500 in donations due by February 4, 2022	Additional \$500 in donations due by March 25, 2022	Remaining balance due 14 days before trip departure
<u>Fall Trips</u> (Sep. – Dec.)	\$250 donation required for acceptance of application	Additional \$500 in donations due by May 31, 2022	Additional \$500 in donations due by July 22, 2022	Remaining balance due 14 days before trip departure

TRIP COST

The Trip Cost is the combination of the Base Cost and International Airfare for the trip. The following expenses are included in the Base Cost:

- In-country Meals
- Lodging
- On-site Ground Transportation
- Engage Mission Trip Training resource
- Travel Medical Insurance
- Service Project Materials
- All Taxes and Fees

INTERNATIONAL AIRFARE

- The international airfare listed for Engage trips is based on a reserved group booking. The fares are locked in, but until the tickets are finalized with confirmed participant names, the fuel surcharges that are included in the ticket price structure are subject to change. When fuel surcharges change, the amount is not typically large; however, CIY will pass along any increases. You will be made aware of the additional cost (if any) once tickets are finalized and fuel surcharges set.

NOT INCLUDED IN TRIP COST

- **Passport Fees:** A current and valid passport for each participant will be required for CIY to purchase international airline tickets. Without passport copies, CIY will not be able to book necessary flights.
- **Domestic Travel:** Transportation to and from the starting and ending point of the trip, which is determined by the origin airport of the international flights, is the responsibility of the participant. Instructions for making travel arrangements will be provided by CIY.
- **Travel Meals:** Any meals leading up to the international flight before the trip or beyond the return of the international flight after the trip will be the responsibility of the participant.
- **Travel Visa:** Some locations (Brazil, Cambodia, India, Kenya) require a travel visa. Each participant will be responsible for the application and payment of his/her travel visa. Specific visa application instructions will be provided by CIY.
- **Immunizations:** Refer to the CDC website or talk to your doctor about specific immunization needs.
- **Incidental Expenses:** Examples include, but are not limited to: extra snacks, souvenirs.
- **Craft Supplies:** Some trips will have the option for the participant to lead a craft or Bible lesson for children or students. The cost of the supplies for these activities is in addition to the cost of the trip. These needs will be communicated by CIY in advance of the trip.

CANCELLATION

- In the event you need to cancel your trip participation, you must notify CIY in writing (email: engage@ciy.com). The date of the correspondence will determine your cancellation date and the costs for which you are responsible. All donations to CIY are non-refundable. You are responsible for the costs that CIY incurs as a result of your cancellation. If the funds that have been donated by or on behalf of the participant at the time of cancellation do not cover the costs that CIY will incur, you will be responsible for the difference.
- If CIY has to cancel the trip for any reason, the participant will have the option to divert to another trip or cancel their registration. If the participant chooses to divert to another trip, all donations made by or on behalf of the participant will remain applicable to the trip balance for the newly selected trip. If the participant chooses to cancel their registration, previous donations to CIY by or on behalf of the participant are non-refundable and will not be returned to the participant or his/her donors.

TRIP POSTPONMENT

- If CIY determines that a trip is not viable as scheduled due to political unrest, natural disaster, recommendation of the mission partner, US State Department order/advisory, or pandemic or outbreak of endemic disease in one or more locations that would or likely would impact the trip or travel to/from, the trip

will be postponed and all donations made by or on behalf of the participant will remain applicable once the trip is rescheduled.

- In the event that the new dates of the postponed trip are not suitable, the participant will have the option of applying donations toward a different trip up to one year later.
- If the participant is unable to attend the rescheduled trip or a different trip up to one year later, previous donations to CIY by or on behalf of the participant are non-refundable and will not be returned to the participant or his/her donors.

COVID-19 NOTICE

- Participant and Parent(s) understand and accept that to participate on the trip, the Participant will be required to comply with government policies/requirements related to testing, vaccination, masking, isolation/quarantine, symptom screening, etc. as well as similar measures that the in-country mission partner may have in place at the time of the trip.
- Participant and/or Parent(s) is/are responsible for any additional costs related to altered or extended travel plans related to required isolation or quarantine due to contracting or being exposed to COVID.
- Parents may be required to travel to the trip location to care for their child in the event they cannot travel home as scheduled due to COVID exposure or illness.
- No refunds will be given – including if the Participant or the Parent(s) disagree with mandated COVID mitigation protocols (vaccination, masking, etc.) – for choosing not to make the trip.