

# Mission Trip Fundraising Policies and Procedures:

## Deposits

A non-refundable deposit is required for every student. This deposit secures their place on a trip and is due at the time of application:

- Team fundraising cannot be applied as a deposit. It is necessary that students make a personal financial commitment to the trip.
- Because Wheaton Academy pays a deposit to the airlines and other partners to secure tickets and spots, the deposit is non-refundable even if the student cannot travel due to medical or other reasons.
- Even if trip fundraising goals are exceeded, refunds will not be made to trip deposits. All excess funds raised will be used to further support Wheaton Academy Winterim.

## Donations

- A donation is any check, cash or money(cc) that is NOT designated for a particular individual.
- No individual name can appear on a donation. However, including the trip name is helpful.
- Donations are intended to benefit the entire team, not any individual.
- Donations are intended to cover the cost of the trip expenses but not individual participants' expenses such as passport fees, snacks, souvenirs, etc.
- Donations are tax-deductible, and the Wheaton Academy Development Office will send a gift receipt letter.
- Donations go towards all expenses of a trip for the team and Wheaton Academy has complete discretion and control of funds donated to Mission Trips.
- Donations are non-refundable, regardless if the individual ultimately cannot attend the trip.
- If the trip is canceled, donations will be refunded less any unrecoverable expenses already incurred. Therefore, not all donations may be refunded in full in this scenario.

## Payments

- A payment is any money that is designated for an individual.
- A payment will have the name of the individual student written on the check or gift.
- A payment is only applied to a student's individual balance, not the team.
- A payment is not tax-deductible.
- Payments are only refundable after all unrecoverable expenses are paid and can only be refunded to the individual making the payment.
- Final balance due payments are those payments determined by Wheaton Academy should fundraising goals not be met to cover all of the trip expenses. These payments are not refundable and will be charged to Student's tuition accounts after the trip completion based on students who have fulfilled their individual contribution goals.