



AMERICAN FOUNDATION
for CHILDREN *with* AIDS

Vacation with a Purpose Program Payment Policies and Procedures

Thank you again for committing to helping children served by the American Foundation for Children with AIDS (AFCA)! Our Payment Policies and Procedures guide applies to everybody who commits to a *Vacation with a Purpose (VWP)* fundraising trip, so please read this carefully.

We hope the following guide proves helpful for those of you who are fund raising the financial support necessary to make your trip a reality. Be sure to review the information here before beginning your fundraising efforts. These guidelines are in place to ensure that you have the opportunity to join others in the mission of AFCA to help provide medicine to children in Africa affected and infected by HIV/AIDS.

Deposit and balance

In order to confirm your place on the team, you must submit a **non-refundable and non-transferable** deposit in the amount of **\$300** to AFCA **within 14 days** of being invited to join an AFCA team. The balance of the trip payment (trip cost minus the \$300 deposit) is **due no later than 45 days prior to departure**, and is also **non-transferable**. All payments toward your trip must be made in U.S. dollars.

Note: if you are part of a “closed group” (church, corporate, civic club or other group that is not recruiting team members outside your organization), please confirm the deposit amount with your team leader, and understand that it is non-refundable.

Submitting payments

All payments toward your trip must be made in U.S. dollars to AFCA (unless they are payments

made on our site, which can be made in a variety of currencies) and designated to your trip (see the “coding donations” sidebar). Payments may be submitted by personal check, money order, MasterCard, Visa, or wire. Your trip payment covers your lodging, food, ground transportation, orientation materials, project costs, rest and relaxation portion, and a donation to AFCA’s programs. Not covered are: costs of passports and visas; excess baggage charges; immunizations; travel insurance; international airfare; airport departure taxes; sightseeing, game drives or meals not listed in each itinerary; laundry; communication charges; and gratuities.

You can pay by credit card online on the AFCA website by going to **afcaids.org**:

- From the AFCA home page, hover over the “**Donate**” button.
- Select “Donate Online”
- For foreign currencies, find the green button that says USD and change it to your currency. Make sure you’ve worked out the conversion correctly!

In order to ensure that your payment is properly credited to your account, be sure ask donors to include your name and the trip location and dates in the comments section.

Participants and donors who submit funds by credit card will receive an automatic e-mail acknowledgment that the payment was received.

Checks and money orders must be made payable to AFCA and mailed to:

AFCA
1520 Greening Lane
Harrisburg PA 17110

Your deposit and any payments you submit toward the cost of your trip will automatically be credited toward satisfying your financial obligation only when coded as per the coding donation sidebar below.

Coding donations

For a donation to be credited toward your trip, your name and “VWP – your trip location” must be written on a note included with checks submitted to the AFCA office on your behalf.

For online credit card payments through our website, have your name and trip location entered in the comment box.

Funding your trip

Fundraising web page – For your trip, you may create a fundraising page at <https://www.afcaids.org/vacation-with-a-purpose/> (find your team) so that you have the option of fundraising on-line. The web site quickly and easily directs you through the creation of your own web page where you can then direct your donors. Credit card fees must be covered and all donors are invited to do so.

Contact AFCA for more details.

Matching gifts – Contact your company’s matching gift officer prior to submitting a matching-gift form. Not all companies’ matching-gift policies allow for the matching of participation fees. If applying for matching gifts, notify AFCA.

Note: Matching gift funds may only be used to offset the final balance owed if they are received by AFCA at least 30 days before the trip departure.

Tax deductibility – Funding raised toward the cost of a VWP trip also includes the cost of food, lodging, rest and relaxation, and transportation during the trip. A portion of the required trip payment supports the charitable purpose of AFCA. Depending on the participant’s country of origin, this trip’s cost may or may not be tax-deductible. Please consult a tax adviser concerning your specific situation.

Acknowledging donations – All donors who contribute via check or money order payable to AFCA or who make a credit card donation designated to a VWP participant are sent acknowledgment letters by AFCA. Those who donate online (via a personalized web page or via the link “Donate” on AFCA’s website) receive a prompt e-mail confirmation that the donation was received. Checks should not be made payable directly to you.

Funds raised in addition to the published trip cost – One of the stated purposes of the VWP program is to raise funds for children in Africa who are impacted by the AIDS pandemic. To remain consistent with our mission, AFCA is not able to roll additional funds over to a future VWP trip. AFCA will use any additional funding that you raise towards the children we support.

Fundraising for airfare – Funds raised in excess of the trip cost may not be used to cover all or part of a VWP team participant’s airfare. However, we recognize that some people may want to raise money for their airfare. Please do this on your own. Participants may still be able to claim their airfare as a tax-deductible expense even if the funds are paid directly from the participant to a vendor, as long as the trip is in pursuit of a charitable purpose. Team members will need to contact a tax adviser concerning their specific situation.

Cancellation policy

For all trip cancellations received more than 90 days prior to departure, the \$300 deposit is forfeited. For cancellations 45-89 days prior, the

fee is 50% of the total trip price; 45 days prior or less, 100% of total trip price.

If you feel there is a chance that you may need to cancel a trip, we recommend that you purchase trip cancellation insurance.

If AFCA must cancel – We will make every effort to conduct the trip as scheduled; however if AFCA must cancel, we will attempt to place you on another team. If that is not possible, you may receive a full refund, minus your deposit. AFCA cannot compensate participants for the cost of unusable airfare or any other expenses resulting from the cancellation.

Thank you!

Once again, we appreciate your dedication to AFCA's mission and your willingness to participate in a *Vacation with a Purpose* trip. Thank you for complying with AFCA's Payment Policies and Procedures guidelines and please let us know if we can be of any additional help.

AFCA will contact you to explain how to claim your refund if we must cancel your team's trip.

Delay's en route – If delays occur en route, or missed or cancelled flights cause you to miss your rendezvous with the team, AFCA staff will do everything possible to assist you in connecting with the team. However, AFCA cannot be responsible for an expenses incurred due to flight problems.