



AMERICAN FOUNDATION
for CHILDREN *with* AIDS

Climb up Kilimanjaro So Kids Can Grow Up 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 *Climb Up: Kilimanjaro* (CUK) 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 any 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.

This document is divided into two sections: SENE and AFCA.

Summit Expeditions and Nomadic Experiences (SENE)

Deposit and balance

There are two deposits due for this trip: \$500 to SENE and \$300 to AFCA (see the next section for the amount due to AFCA).

You must confirm your place on the team by submitting a nonrefundable and nontransferable deposit to SENE in the amount of \$500. The balance of trip payment (trip cost minus the \$500 deposit) is due no later than 90 days prior to departure. You may NOT fundraise for this portion of the trip through AFCA.

Trip prices shown on itineraries are inclusive of all fees and taxes (including VAT) and are based on supplier prices, fees, and SENE costs in effect at the time of booking. SENE reserves the right to alter trip prices should inflation, cost of fuel, labor or materials, or exchange rates change. If, after this agreement is made, the Tanzania National Parks Authority (TANAPA) raises park fees, or any hotel, lodge, camp, airline, or other service provider raises their rates, SENE reserves the right to require additional payment from the client.

Quoted prices are subject to change and accommodation availability is not guaranteed until a signed registration and deposit are received, at which time SENE books accommodations and services and prepares a final itinerary with final price. Subsequent modifications to an itinerary may result in a change in price.

All payments toward your trip must be made in U.S. dollars to SENE. Payments may be submitted by personal check, money order, credit card, or wire transfer. Your payment to SENE covers your lodging, food, ground transportation, orientation materials, and your climbing fees in Tanzania. 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 will pay SENE directly for costs to climb Kilimanjaro by sending checks or money orders to:

Summit Expeditions & Nomadic Experience
300 Red Winter Court
Matthews, NC 28104 USA

Wire Transfer:

Bank: Bank of America
Swift code: BOFAUS3N
ABA Routing No.: 026009593
Bank address: 100 33rd St. W., NY, NY 10001, USA
Account no.: 383006871468
Account name: Summit Expeditions & Nomadic Experience

Or by paying online at: <https://bit.ly/SENEPayment>

American Foundation for Children with AIDS (AFCA)

You will pay AFCA directly for funds which will be used for your stay in Kenya and for programs which you are supporting in Sub-Saharan Africa through this adventure. You may fundraise for this portion of the trip. These donations are tax deductible to you and/or to your donors.

Deposit and balance

A deposit is due to AFCA, as well. You must confirm your place on the team by submitting a nonrefundable and nontransferable deposit to AFCA in the amount of \$300. The balance of donation portion of the trip is due no later than 90 days prior to departure.

Submitting payments

All payments toward your trip must be made in U.S. dollars to AFCA. Payments may be submitted by personal check, money order, credit card, ACH, Zelle, PayPal, or wire transfer. This portion of your trip payment covers your lodging, food and ground transportation in Kenya 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 the itinerary; laundry; communication charges; and gratuities.

You or your donors may submit funds by credit card via your personal fundraising page (see below). 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 to AFCA when your name and "Kilimanjaro" are written on the memo line on all funds submitted to the AFCA office on your behalf. Online credit card payments are automatically credited to your fundraising goal if they will be made through your fundraising page (see next section).

If someone wishes to make a donation towards your fundraising efforts through AFCA's main donation page, they include 'Kilimanjaro' and the 'climber's name' in the comments section.

If you or a donor would like to transfer funds using ACH, wire transfer, Zelle, or PayPal, please contact Michelle at AFCA at 717.489.0206 for details.

Funding your trip

Fundraising web page – We ask that you create a personalized donation/fundraising web page for your trip through <https://bit.ly/Kili2026>. You can make your deposit for the AFCA portion here and then, if you are fundraising, you can direct potential donors to your web page where they can learn more about AFCA and your specific trip.

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 45 days before the trip departure.

Tax deductibility – Funding raised toward the cost of a CUK trip also includes the cost of food, lodging, and in-country transportation during the Kenyan portion of the trip. The rest of what is paid to AFCA 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 CUK climber are sent acknowledgment letters by AFCA. Those who donate online (via a personalized web page or via the link “Donate Now” on AFCA’s website) 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 CUK 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 CUK 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 CUK 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 both SENE and AFCA

Due to the nature of the government fees and operators’ permits, SENE and AFCA must adhere to a strict refund policy.

- For trip cancellations received 90 or more days prior to the scheduled first day of the trip the US\$800 total deposit is forfeited.
- For trip cancellations received 45-89 days prior to the scheduled first day of the trip 25% of the total trip price is forfeited.
- For trip cancellations received 15-44 days prior to the scheduled first day of the trip 50% of the total trip price is forfeited.
- For trip cancellations received 14 or fewer days prior to the scheduled first day of the trip 100% of the total trip price is forfeited.

Client trip cancellation notifications must be made in writing. The email date stamp verifies the date of cancellation.

There will not be any refund to a client who cancels a trip that is in progress. Refunds are not made for any missed trip services unless verifiable extenuating circumstances exist. For verifiable claims to be considered, they must be received in writing within 45 days of the scheduled last day of the trip and accompanied by supporting documentation verifying the claim.

If a client alters a trip or any part of a trip in progress then any additional expenses due to the alterations are the responsibility of the client (including, but not limited to changes in accommodation, meals, flights, activities, or services).

Any additional transportation, accommodations, and meals charges necessitated and incurred by a client who does not complete a planned itinerary due to illness, injury, health, personal choice or other factors not otherwise impacting the whole expedition are the responsibility of the client. This policy applies also to climbers who must descend Kilimanjaro or Meru for health reasons or who choose to finish a climb before the scheduled completion date.

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

Cancellations & Alterations to Trips

SENE and/or AFCA reserve the right to cancel any trip or any part of a trip if air schedule or ground transportation changes, or if security, weather, or other events beyond its control make such cancellations necessary for the health and safety of clients and/or SENE and/or AFCA personnel. Refund of all payments received for the cancelled portion of a trip shall release SENE and AFCA from any further liability. SENE nor AFCA are not responsible for non-recoverable expenses incurred by clients for a cancelled trip, such as, but not limited to international air tickets, visa fees, vaccinations, clothing, and gear purchases.

SENE and AFCA make every effort to meet all services as described in an itinerary, but SENE and AFCA acknowledge that unforeseen circumstances may require alterations to a trip. In the event of circumstances beyond the control of SENE that require alterations to a trip or any part of a trip (including, but not limited to changes in accommodation, meals, flights, activities, or services) then any additional expenses due to the alterations are the responsibility of the client.

~ 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 any expenses incurred due to flight problems.

Thank you!

Once again, we appreciate your dedication to AFCA's mission and your willingness to participate in a *Climb up Kilimanjaro* 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.