



AMERICAN FOUNDATION
for CHILDREN with AIDS

Vacation with a Purpose Program Payment Policies and Procedures

Thank you for joining a *Vacation with a Purpose* (VWP) team! Your participation helps children in Africa affected and infected by HIV/AIDS who are served by the American Foundation for Children with AIDS (AFCA).

The Payment Policies and Procedures outlined in this guide apply to all VWP team participants, **so please read this carefully.** For those of you who are fundraising to help defray the cost of your trip, be sure to review this information before beginning your fundraising efforts.

Deposit and balance

To confirm your place on a VWP 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 a team. The balance of the trip payment (trip cost less the \$300 deposit) is **due no later than 45 days prior to departure**, and is also **non-transferable**.

What's included

Your trip fee 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.

Submitting payments

All payments toward your trip fees 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. Payments may be submitted by personal check, money order, credit card, or wire.

Once you have been accepted on a team, you have various options to pay your deposit and to make all further payments:

1. You can pay by credit card online on the AFCA website by going to **afcaids.org**. On-line payments can be made in a **number of foreign currencies**. Follow these steps:
 - 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!
2. You may also pay by check or money order. Payments this way **must be in U.S. dollars**, made payable to AFCA and mailed to:

AFCA
1520 Greening Lane
Harrisburg PA 17110
3. You may create a fundraising page at AFCAids.org (find your team) if you plan to fundraise all or a portion of your trip fee. The web site quickly and easily directs you through the creation of your own web page where you can then direct your donors.
4. Credit card fees must be covered if someone donates online and all donors are invited to do so when they make a donation on our site.

To ensure that all payments are properly credited to your account, they must include your name, team name and trip location. Otherwise, payments can be very difficult to track down. Be sure to advise your donors as well. They need to include your name, team name and the trip location in the comments section.

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Matching gifts

Some companies offer a matching gift, although not all companies' policies allow for the matching of participation fees. Contact your company's matching gift officer prior to submitting a matching-gift form. If applying for matching gifts, notify AFCA.

Note: Matching gift funds must be received by AFCA at least 45 days before the trip departure.

Tax deductibility

The VWP trip fee includes a donation that supports the charitable purpose of AFCA. The trip fee also includes the cost of food, lodging, rest and relaxation, and transportation during the trip. Depending on the participant's country of origin, some or all the trip fee may or may not be tax-deductible. Please consult a tax adviser concerning your specific situation.

Acknowledging donations

All donors who pay by check or money order payable to AFCA or who make a credit card donation designated to a VWP participant will receive an acknowledgment letter from 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 or cash payments **made directly to the participant do not qualify** for an acknowledgment letter from AFCA.

Funds raised above 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 above the total trip cost that have been **paid to AFCA may not be used for the participant's airfare.** If you plan to fundraise for your airfare, your donors need to pay you directly – not through AFCA.

Cancellation policy

For all trip cancellations received more than 90 days prior to departure, the \$300 deposit is forfeited. For cancellations 46-89 days prior, the fee is 50% of the total trip price; 45 days prior or less, 100% of total trip price is forfeited. We recommend that you look into purchasing trip cancellation insurance in case something unexpected arises and you are not able to make the team.

If AFCA must cancel due to unforeseen and uncontrollable circumstances, 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. AFCA will contact you to explain how to claim your refund if we cancel your team's trip.

Delay's en route – If delays occur while you are en-route to the trip destination, or missed or cancelled flights cause you to miss your rendezvous with the team, AFCA 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.