



Purpose Driven Golf Trip Registration & Financial Policies

Thank you for your desire to participate in a SERVANTEE Purpose Driven Golf Trip (PDG Trip). The registration and financial policies for our trips are outlined below. If you have any questions about these policies, please [contact us](#).

TIMELINE & DUE DATES	PAYMENT * AMOUNTS
Upon Application for Trip Within 3 Days of Approval	\$100 App Fee ** \$300 Deposit ***
60 Days Prior to Trip Departure	50% of Total Trip Cost Including Flight Cost if we are booking your flights for you
30 Days Prior to Trip Departure	100% of Total Trip Cost Including Flight Cost if we are booking your flights for you

* ALL amounts paid are considered tax-deductible donations made to SERVANTEE and are non-refundable in most cases. See "Trip Cancellation & Refund Policy" below for full details.

** Application Fee is non-refundable.

*** Deposit is applied to total trip cost.

INITIAL REGISTRATION & APPROVAL

- All participants must submit a Trip Application via our Managed Missions online platform..
- An Initial Application Fee of \$100 is due to submit your trip application.
 - The fee covers your mandatory background check and administrative costs.
- If approved for participation, a minimum Deposit payment of \$300 is due within 3 days of approval and will apply to your total trip cost.
- All approved participants must agree to our [trip liability release and volunteer handbook](#).
- All approved participants must have a valid passport with the expiration date being at least 6 months after the trip return date.

TOTAL TRIP COST

- Total Trip Costs are subject to change.
 - Flight Costs fluctuate regularly and cause the most variation in published total trip cost. If we are booking your flights, they will be purchased no later than 30 days prior to your trip departure date and total trip cost will be updated on that date.
- Percentages Due are minimum amounts due and all due dates are firm.

PAYMENTS

- All trip payments can be made by CREDIT/DEBIT CARD, CHECK or DONOR ADVISED FUND.
- All payments and donations made online or by check are tax-deductible. All donors will receive an online or physical receipt for their records.
- A 3.5% online transaction fee is applied to all online payments.
- Please mail all checks to: SERVANTEE Inc., 312 Carlyle Park Drive NE, Atlanta, GA 30307

TRIP CANCELLATION & REFUND POLICY

Application Fee: Non-refundable

Deposit Amount: Refundable if not approved for trip participation by SERVANTEE after results of background check or for other reasons. Once approved for trip participation, deposit is transferable but non-refundable unless otherwise stated below.

Cancellation by SERVANTEE: In the event a PDG Trip is canceled - at the sole discretion of SERVANTEE - due to minimum team size requirement not being met, terrorism, acts of God, civil unrest, natural or man-made disasters, widespread illness, pandemics, or other extraordinary events, the affected trip participants may choose one of the following options:

- Participant may transfer to a future PDG Trip and apply all monies paid or donations raised toward the future trip.
- Participant may receive a refund of all monies paid, less the application fee and donations*.
 - *Note: Donations collected in support of your trip participation cannot be refunded to the donating party. They will remain a tax-deductible donation to SERVANTEE.*

Cancellation by Individual Participant: If a registered and approved individual chooses to cancel their participation in the PDG Trip, they shall notify SERVANTEE in writing by mail or email. The postmark date or email date stamp will establish the cancellation date. Participant may choose one of the following options:

- Participant may transfer to a future PDG Trip and apply all monies paid and donations raised toward a future trip occurring within 18 months from the date of canceled trip.
- Participant may transfer all monies (less Application Fee) to another approved participant going on the same trip or another individual desiring to participate on the same trip.
- If above options are not selected, all monies will be received as a donation to SERVANTEE.
- *Refund Exception* - Participant may receive a refund of all monies paid, less the application fee and donations received, only in the event participant cancels for personal or immediate family health and medical emergencies.

Cancellation by Participating Group: If a registered group (i.e. Organization, Country Club, Church, College/Sports Team) chooses to cancel a PDG Trip, they shall notify SERVANTEE in writing by mail or email. The postmark date or email date stamp will establish the cancellation date. The Group may choose one of the following options:

- Group may transfer to a future PDG Trip and apply all monies paid and donations raised toward a future trip occurring within 18 months from the date of canceled trip.
 - Any new, not previously applied and approved participants for the future trip shall be required to pay the Application Fee and submit an application for the future trip.
- If the above option is not selected, all monies will be received as a donation to SERVANTEE.