



## Seattle Chapter Family Financial Agreement

### Introduction

Welcome to Amigos de las Américas! This document describes the agreement between Amigos de las Américas (Seattle Chapter), the participant, and participant's family to detailing the requirements for participant payment and for the 2018 program. The participant and the participant's parents should read and understand this agreement and its requirements prior to signing and returning the final page.

### Program Cost

The program cost for a Seattle participant is \$7000. Amigos-Seattle is committed to keeping participation in this program affordable and the chapter is able to offer discounted family fees through required group fundraising efforts. This includes a family fee of \$4000 with the expectation that the remaining program cost is covered by the participants' group fundraising efforts. Veteran participants receive a family fee discount from AMIGOS headquarters and the Seattle Chapter, totaling \$750. For participants with financial need, the family fee may be reduced through the Amigos need-based financial assistance program.

The program cost includes: training in the U.S., domestic and international travel, as well as in-country training, room and board, transportation, supplemental medical insurance, project supplies, and other administrative costs.

The program cost does not include: a physical exam by the participant's doctor, any required immunizations, any applicable passport fees, or the cost of any incidentals the participant chooses to purchase while in Latin America. The program cost does not include any costs connected with an early return for any reason from Latin America. Families are expected to have comprehensive primary health insurance that includes health coverage while traveling outside the United States

Financial Assistance: Amigos de las Américas National Office offers limited need-based financial aid to participants, which is supplemented by chapter financial assistance fee reductions. The financial assistance fee reductions are available only to defray cost of the family fee. Full participation in all fundraising activities is required by all participants. There are no full fee reductions. All financial assistance application documents are due by November 15, 2017.

Withdrawal or Dismissal Prior to Travel: If a participant must withdraw from the program, a written withdrawal should be submitted to the Chapter President. A participant who withdraws or is dismissed from the Chapter (for a standards violation at any Amigos sponsored event, or for failure to meet training requirements) receives a refund of the family fees paid according to the schedule below. For legal reasons, family fee refunds will be made only to the individual who made the original payment. Per IRS tax regulations on charitable giving, no charitable donations to Amigos resulting from any individual's efforts are refundable.

Withdrawal or Dismissal from the in-country program: If a participant is dismissed or withdraws from Amigos field program for any reason, the participant and their family are solely responsible for the costs associated with new travel arrangements. The Amigos headquarters charges a \$250 penalty for each participant returned home from the field because of a standards violation, as described in the "Amigos Standards of Personal Conduct and Community Behavior" as outlined in the application's consent and release agreement.



## Group Fundraising Obligation

Based on a group of 20 participants and with a program cost of \$140,000, group fundraising requirements equal **\$60,000**.

**Full participation in all fundraising activities is required.** Amigos de las Américas advocates the concept that fundraising develops skills useful in the field and that group fundraising furthers the goals of, and commitment to, the program. Group fundraising also keeps the family fee as low as possible and makes participation in Amigos programs more widely accessible. The success of this approach requires the good-faith effort and commitment of each participant/family.

In accordance with IRS tax regulations relating to charitable donations to Amigos as a Section 501(c)(3) charitable organization, no portion of the funds raised by a participant as a part of this group fundraising effort may be credited against any participant's family fee or be directly attributed to any participant.

### Fundraising Activities:

1. Citrus Sales In November, participants will pre-sell 15 cases of grapefruit and oranges. Participants deliver the citrus the second week of December. Participants will need to pick-up the citrus on Saturday December 9 in South Seattle.
2. Web-Based Campaign In January, participants must send personalized, chapter-approved emails or letters to at least 100 households of potential donors. Each participant will be trained in how to set up a fundraising webpage to correspond with the email writing.
3. Individual Fundraiser To gain experience fundraising, each participant is expected to plan and execute an individual fundraising event and raise \$350.
4. Coffee Sales In March, participants who did not sell 15 cases of citrus will sell and deliver 22 bags of coffee.

## Family Fee Payment and Refund Schedule

Each participant and their family are responsible for paying the **non-refundable application fee of \$50** and the **family fee of \$4000**.

Payment Schedule: Families may pay the entire Family Fee in one payment, or in monthly installments. Families may not pay additional funds rather than participate in chapter fundraising. A portion of the Family Fee may be tax deductible as a direct expense in support of a 501(c)(3) non-profit organization. Annual information on deductibility will be provided upon request. Your family may want to consult IRS Publication 526 regarding Charitable Contributions, which is available on the IRS website. (<http://www.irs.gov/pub/irs-pdf/p526.pdf>)

Families are welcome to add money to their monthly Family Fee as a donation. Any donations contributed above the Family Fee are fully tax deductible, in accordance with applicable IRS regulations.

The Chapter sets its payment and refund schedule to meet monthly due dates with Amigos National Office for the costs associated with setting up Amigos field programs. The application fee is submitted upon acceptance into the program. The Amigos de las Américas National Office will not issue air tickets unless family fee payments are complete.



For families receiving financial assistance, Family Fee payments 2 through 6 will be adjusted, based on the amount of assistance they are receiving.

<b>Family Payment and Payment Refund Schedule</b>		
<i>Date</i>	<i>Description</i>	<i>Amount</i>
Before Interview	<b>Non-refundable</b> application fee	\$50
December 15, 2017	Family Fee payment #1	\$250
<b>December 31, 2017</b>	<b>\$200 enrollment fee forfeiture for withdrawals after this date</b>	
January 1, 2018	Family Fee payment #2	\$750
February 1, 2018	Family Fee payment #3	\$750
March 1, 2018	Family Fee payment #4	\$750
<b>March 25, 2018</b>	<b>50% family fee payment forfeiture for withdrawals after this date</b>	
April 1, 2018	Family Fee payment #5	\$750
<b>April 25, 2018</b>	<b>100% family fee payment forfeiture for withdrawals after this date</b>	
May 1, 2018	Family Fee payment #6	\$750

Checks should be made out to: Amigos de las Américas  
No cash payments, please. The family fee payments are mailed to the Treasurer, Janet Robinson, at:

Amigos de las Americas, Seattle Chapter  
PO Box 30129  
Seattle, WA 98113-0129

There will be an online payment system available as well.

Special Arrangements: The Chapter recognizes that special family circumstances may require adjustments to the payment schedule. To request special arrangements, the participant must notify the Chapter Treasurer ([treasurer@amigos-seattle.org](mailto:treasurer@amigos-seattle.org)) in writing by December 15, 2017.

### **Training and Participation Requirements**

Each participant will:

- Attend all participant training sessions. All participants must be willing to make Amigos training a priority over other activities. If absence is unavoidable the participant will contact the Training Director before the scheduled training session and promptly complete alternative training activities.
- Attend all parent/participant meetings with at least one parent or guardian.
- Show respect towards the chapter training staff and other participants.
- Maintain strict adherence to the Amigos Standards of Conduct during all Amigos events.



### Seattle Chapter Family Financial Agreement

This form is due at the time of your scheduled interview with the completed Amigos application.

Participant Name (print): \_\_\_\_\_

**We have read the Chapter Family Financial Agreement, understand the provisions, and agree to meet the family payment obligation per the payment schedule and fully participate in all fundraising activities with a good-faith effort.**

Please sign in the spaces below.

Participant \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_