

## GCCHS Field Trip & Event Payment Policies

The following policies are being instituted as of 06/01/2023 to assist our field trip and event coordinators with their responsibilities. Furthermore, some of these policies assure that GCCHS, Inc. assets are used in a fiscally responsible manner.

- It is the responsibility of each GCCHS member family to keep track of sign up and payment deadlines for field trips and events. Failure to submit payment by the deadline will result in your sign ups being canceled. Payment reminders are a courtesy extended by GCCHS and/or field trip coordinators, but they are not required of our volunteers, so please do not rely on getting a reminder to submit payment.
- In general, refunds for cancellations will not be given after the sign up and payment deadline for an event has passed, as we will have already paid the venue.
- GCCHS subsidized events: Many of the events organized by the GCCHS board of directors are subsidized through our budget. This means that we are offering your tickets at a reduced cost to you, and we make up the difference through the organization's funds. In order to minimize wasting these precious resources, the following policy will be in place going forward.
  - If you are signed up for a subsidized event and you fail to show up the day of the event, your account will be invoiced for the amount of money that was subsidized by GCCHS, Inc. For example, if your teen is signed up for an event with a field trip price of \$10, and GCCHS subsidizes \$5 of the cost, your account will be invoiced for those \$5. In extenuating circumstances, this invoice may be waived, but this will be at the discretion of the GCCHS board of directors. GCCHS subsidized events will be clearly marked in the event description so you are aware when you sign up that this policy applies.
- Sale of Tickets: If you are signed up for an event and realize after the payment deadline that you will no longer be able to attend, in most cases you may offer your tickets for sale to fellow GCCHS member families. You may advertise on our website forum and/or our Facebook group. Since the majority of our events and field trips are for GCCHS members only, you

may NOT sell to people who are not members of our group, unless you have EXPRESS permission to do so by the GCCHS treasurer.

- As most of our field trips and events have special group rates and/or are subsidized with GCCHS funds, tickets should NEVER be sold for a profit. Doing so will result in immediate removal of membership and a permanent ban from GCCHS.
- FREE events: A \$20 refundable family deposit is required for most free events we offer. You must sign in at the event to receive a refund of your deposit. No shows will not receive a refund. Exceptions due to extenuating circumstances will be up to the discretion of the event coordinator.
- If your account has unpaid invoices at the end of the school year, your ability to renew membership for the upcoming year will be withheld until all charges have been paid. In case membership renewal is not desired, failure to pay outstanding balances may result in further action by the GCCHS board of directors.

We hope that these policies will not only serve to lighten the load of our field trip and event coordinators, as well as protect the organization's assets, but that they will also prove helpful in setting clear expectations and guidelines for our members. It is our mission as a board of directors to provide as many opportunities to our membership as we are able, and we believe that following these policies will enable us to continue these efforts in the future.