

## 2019 OB SUPPORT MONEY & FINANCIAL REFUND POLICY

### Support Amount for Operation Barnabas 2019:

The cost of the Operation Barnabas tour will be **\$2325.00**, which includes:

1. A **non-refundable** confirmation deposit (**\$200.00 due January 22, 2019**).
2. Food and lodging
3. OB Syllabus, On Track Devotions, and other training materials
4. Equipment (buses, rental trucks, sound equipment, carnival supplies, tracts, mailings)
5. Expenses on tour (ex. Food, laundry, shower rentals)
6. If flying to orientation, transportation from the designated airport to orientation site and transportation to designated airport at conclusion of tour.
7. If attending Momentum, transportation from designated airport to Indiana Wesleyan University.
8. Leaders' salaries (transportation and training)

This cost does not include the following:

1. Transportation from your home to orientation site. It also does not include transportation home or to Momentum after Operation Barnabas tour is over.
2. The cost of team shirt that you will keep (more info will be emailed and posted later—approximately \$15)

### Dropping out of Operation Barnabas:

*Note – In all situations, the OB team member, not the pastor or youth pastor, is responsible for informing CE National if he/she is no longer planning to participate on Operation Barnabas 2019. However, if this information is known by church staff, a timely notification to the OB office is appreciated!*

#### A. Notification of drop is by March 22, 2019:

- ◆ The \$200.00 confirmation deposit is non-refundable & non-transferable
- ◆ no other penalty is assessed to the account

#### B. Notification of drop is after March 22, 2019:

If an OB team member does not raise adequate funds to participate on Operation Barnabas or cancels prior to participating on tour, the policy below applies after the date of March 22, 2019.

#### OB STUDENT DROPS BETWEEN MARCH 23 – APRIL 30, 2019:

- ◆ A 33% administrative fee will be assessed to the support total of \$2325.00. The OB member is responsible for this amount, whether it has been sent in to CE National yet or not. If money is already in the account, the 33% (\$767.25) will be deducted. If this total is not already in the account, the team member will be invoiced for this amount or difference from what is in account.
- ◆ Any additional penalties incurred as a result of the late cancellation (ie. leader's costs) will be deducted from the OB income.
- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual OB applicant unless such funds are received directly from the OB applicant or parent.

**The OB applicant can opt to transfer remaining funds to another OB team member of the same year.**

#### OB STUDENT DROPS MAY 1 – MAY 31, 2019:

- ◆ A 67% administrative fee will be assessed to the support total of \$2325.00. The OB member is responsible for this amount, whether it has been sent in to CE National yet or not. If money is already in the account, the 67% (\$1557.75) will be deducted. If this total is not already in the account, the team member will be invoiced for this amount or difference from what is in account.
- ◆ Any additional penalties incurred as a result of the late cancellation (ie. leader's costs) will be deducted from the OB income.
- ◆ Any remaining balance will be refunded to the specific donor and/or transferred by request and permission of the specific donor. No funds can be refunded to an individual OB applicant unless such funds are received directly from the OB applicant or parent.

**The OB applicant can opt to transfer remaining funds to another OB team member of the same year.**

#### OB STUDENT DROPS JUNE 1, 2019 OR LATER:

- ◆ No refunds issued due to costs already incurred by Operation Barnabas and CE National.



## Financial Refunds/Reimbursement of Expenses:

### Please read this carefully before requesting reimbursement of OB funds

1. All money received in the office will be credited to the account of the team member indicated.
2. Only after the full amount required by the office has been received (\$2325), will we begin to accept requests to transfer funds or for reimbursements. Requests for reimbursement will be processed beginning July 2 thru September 1. However, only one reimbursement request should be made per OB team member, so please hold refund requests until all receipts are collected.
3. Money that exceeds the support total of \$2325 may be reimbursed to the family for the items listed below. Receipts are required in order for us to be able to reimburse for these expenses, except for team shirts. A reimbursement form will be posted on the OB website, under resources, for your convenience (in late Spring).
  - a. **For transportation** - to orientation and home after the ministry is over. Record is needed of the number of miles traveled by car, airline ticket receipt, gas receipt, etc. (please note—for those traveling by car, you may choose to either submit gas receipt or mileage but not both)
  - b. **For Momentum Youth Conference** – only after the OB individual student support total exceeds \$2325 here at CE National can any funds be requested for a one-time transfer over to the Momentum account. Therefore, students will want to register for Momentum and pay their initial deposit to Momentum to ensure the best price. A student may only transfer to his/her individual Momentum account – **transfers to Momentum accounts of siblings or other students are not permissible under financial guidelines.**
  - c. **For team shirt** - required for Operation Barnabas. This refers to the OB team t-shirt that is **matching and required**. And, in that we only **require** one T-shirt, if the team member chooses to purchase more, **only one** would be subject to refund. Reimbursement is not given for any accessories purchased to be worn with the OB outfit (shoes, belts, etc.) or any additional clothing not required for OB.
  - d. **For family contributions** - Money paid by the individual team member or parent of team member can be reimbursed, once the support need is met.
4. As stated in #2, please submit only **one** request for refunded money. Please hold refund requests until all original receipts are collected. Submit as one request, so one check can be issued. **Reimbursement Forms available online**
5. Before reimbursement is possible, an official receipt (can be a photocopy as necessary) must be on file in our office. This is for tax purposes. We are not able to issue reimbursements without receipts except for items ordered through the OB office (ie OB T-shirts)
6. If, after the above expenses have been reimbursed, there is still money left in a team member's account, it can be:
  - A) applied to another OB team member's OB account
  - B) donated to the OB Scholarship fund  
This account is funded by the donations of others so amounts available to be awarded are dependent on what comes into the account.
  - C) applied to the OB General account or to the personal ministry support of OB Director, Timothy Kurtaneck.
7. All requests for reimbursements must be made by **September 1, 2019**. Our fiscal year ends in September, which means individual OB support accounts will be cleared by this date and reimbursement/transfer will no longer be possible.

**Please note: Credit card donations and check donations from donors are accepted in good faith for the student's OB support. Should a check be returned to CE National for insufficient funds or a donor dispute a credit transaction for OB student support, the OB student will be expected to make any necessary payment to justify the OB support account.**

We understand that sometimes church/individual donations will continue to come in after the May 22 deadline. Money paid by the individual team member or parent of team member to meet that deadline can be reimbursed, once the support need is met. This reimbursement would need to be requested by Sept. 1.

**Each OB team member can access their support account thru the OB portal. These totals are updated approximately once a week. Each team member is responsible for thanking donors as well as knowing when your needed support level has been reached. It is the responsibility of each team member to notify his/her church and donors when his/her necessary support level has been reached.**

#### **IMPORTANT: REPORTING OB COSTS**

*Your support letter and any other communication to supporters can include only the support amount given you by CE National in the "finances due to CE National are \$2325" statement. If any additional cost for ministry related expenses are requested (ie. Flight to orientation); it must be listed separately as to what the expense covers and the dollar amount. (ie. transportation to orientation - \$300). Any additional costs (outside of transportation to orientation, Momentum cost, and your OB shirt) which are added to a support letter must be cleared first by CE National to assure it qualifies as a ministry related expense.*