

# Virginia Conference of the United Methodist Church

Center for Next Generation Ministries

Updated 8/29/2017

## REGISTRATION/PAYMENT/REFUND/CANCELLATION POLICY

for Youth Events and Mission Opportunities

Unless otherwise stated on the information flyer for a specific event, the following payment/refund policy applies to all Virginia Conference Youth Events/Mission Opportunities of the Virginia Conference (information flyers can be found on the website <https://www.vaumc.org/NextGen> or you can contact Becky Tate in the Office of Next Generation Ministries if you are unable to download this information from the website: 1-800-768-6040, ext. 139 or 804-521-1139).

### **REGISTRATION:**

Because there is a Conference Protection Policy in place which directs any event in which minors are the participants and this policy regulates ratios of youth participants to adult chaperones, ALL registrations for youth events/missions (with the exception of the Annual Conference Youth Delegation) must be a GROUP registration. This means that ONE main contact person registers the rest of the youth participants and adult chaperones together as one group. **Your group is not officially registered until payment has been received!**

**Virginia Conference Youth Events are for youth in grades 6-12 and their adult chaperones.**

### **How to Register:**

Go to our web page at <https://www.vaumc.org> or <https://www.vaumc.org/NextGen>. Click on "Events" and then the specific event listed on the center screen for which you would like to register. Click "register online" and follow the instructions. You can register by credit card or choose to pay by check. If you choose to pay by check, the money will need to be received in the Conference Office within two weeks of the registration date or your registration will not be accepted. Please be sure to have a list of the names, ages, and genders of those participating in your group when you register as you will be required to list each person. This is necessary due to lodging requirements.

### **PAYMENT:**

FULL payment for your group is expected at the time of registration unless a particular event expects a deposit. In that case, your full payment would be due two weeks prior to the event.

### **REFUNDS/CANCELLATIONS:**

**Deposits:** If an event/mission has a deposit that is stated as non-refundable on the event/mission flyer, then participants who cancel will automatically forfeit that deposit. All other expenses are refunded under the following stipulations: **Refunds/Substitutions:** Refunds will be granted to groups for any cancellations that are made prior to two weeks preceding the event/mission minus a \$25 processing fee per person. If cancellations are made within the two weeks preceding an event, no refund will be granted. Groups are, however, welcomed and encouraged to find another individual to "take the place of" the individual who cancelled. Please contact the Office of Next Generation Ministries office to inform them of any such substitutions (as this is necessary information when trying to complete rooming assignments).

**Extenuating Circumstances:** If an individual cancels within the two weeks preceding an event due to extenuating circumstances, ONLY FIXED COSTS WILL BE ASSESSED upon review of the situation. In most cases, "extenuating circumstance" is defined as a death in the family, illness, etc. Fixed costs include expenses incurred by the Conference whether or not you participate and will vary based on cost of event and contract with the venue.