



Solar Spring Break Program: Payment Policies and Procedures

Thank you again for supporting GRID Alternatives' Solar Spring Break Program. This Payment Policies and Procedures Guide applies to everybody who signs up for a Solar Spring Break trip with GRID, so please read this carefully. We hope this guide also proves helpful for those of you who are raising the financial support necessary to make these projects a reality. Be sure to review the information here before beginning your fundraising efforts. These guidelines are in place to ensure you have the opportunity to join others in our mission of making the benefits of solar energy accessible to all.

Deposit and balance

As a Solar Spring Break team, you submit a nonrefundable deposit to GRID Alternatives in the amount of \$500. As a participant in the Intercollegiate Solar Spring Break team, you submit a nonrefundable deposit of \$50. If you must cancel your trip, this deposit will be considered a donation to the GRID Alternatives' Solar Spring Break Program. The balance of the trip payment (\$4,500 per team or \$450 per student on the Intercollegiate team) is due the date your Solar Spring Break begins, and is also non-refundable.

These donations fund the direct costs of the solar project, and other costs associated with running GRID Alternatives Solar Spring Break Program. These funds also cover your lodging as a team for up to five nights. Airfare and other transportation costs must be purchased separately by project participants.

Submitting payments

All payments toward your trip must be made in U.S. dollars to GRID Alternatives, and designated to the Solar Spring Break Program. To submit the nonrefundable deposit and register to participate, you will first need to send an email to GRID's Collegiate Program team at solarspringbreak@gridalternatives.org, so that they can send you the link to the registration page. You can pay the remainder of your trip fee online through a donations page available upon request, just be sure to include Solar Spring Break and your school's team name in the notes. Your donors may submit payments online through your team's optional Classy fundraising website or by check (see below for details). Participants and donors who submit funds by credit card will receive an automatic email receipt.

Checks and money orders/cashier's checks must be made payable to GRID Alternatives and mailed to GRID Alternatives, 1171 Ocean Avenue, Suite 200, Oakland, CA 94608. In the check notes or on a cover sheet, please include the name of the school's team and the participant's name.

Fundraising website

If you are interested in using social fundraising to fund your trip, please let our HQ collegiate program staff know and we will send you a link to our crowdfunding page set up through Classy.

Keep in mind that funds raised here cannot be applied towards air travel or food costs. Any fundraising that surpasses the program fee (\$5000 for teams, \$500 for Intercollegiate team students) will be treated as a donation to GRID Alternatives.



Employer Matching Gifts

Some of your donors may work for a company that matches employee gifts. While soliciting donations for your trip, inquire whether an employee matching gift is applicable. If applying for matching gifts, notify GRID Alternatives. GRID Alternatives is a nonprofit organization under section 501(c)(3) of the Internal Revenue Code. Note: Matching gift funds may be used to offset the final balance owed only if they are received by GRID Alternatives by the date of the Solar Spring Break trip. Be advised of the company's matching gift payout dates.

Tax deductibility

A portion of the required program cost includes the cost lodging during the trip while a portion supports the charitable efforts of the Solar Spring Break Program. For more information see [IRS Publication 526](#). Please consult with your tax adviser to determine the deductibility of your payment pursuant to relevant tax law.

Acknowledging donations

All donors who contribute to GRID Alternatives' Solar Spring Break Program receive an acknowledgement for their support. Donations to the Solar Spring Break Program via check, money orders or cashier's checks are mailed or emailed acknowledgment letters. Those who donate online receive a prompt email confirmation that the donation was received, and will also be e-mailed an acknowledgement letter. Discourage your supporters from donating cash, as GRID Alternatives cannot acknowledge cash donations. We also discourage supporters from giving checks made payable directly to participants.

Funds raised in addition to the published program cost

As a nonprofit, mission-based organization, GRID Alternatives relies on donations to achieve our mission to provide renewable energy to underserved communities. We encourage participants to raise funds above the program cost, and these funds will be directed to the growth of GRID Alternatives Solar Spring Break program. GRID's Solar Spring Break Program is not able to roll additional funds over to a future Solar Spring Break trip or reimburse trip costs paid by participants, donors, or company matches when maximum obligations are exceeded.

Fundraising for transportation and meal costs

We recognize that some teams or individuals may want to raise money for their transportation and meal costs. You are welcome to raise funds for your travel and food costs on your own but please be sure to message to donors that they will be donating to your team's travel costs and not directly to GRID Alternatives programming. GRID Alternatives cannot acknowledge donations made towards a team's travel and food costs.



Cancellation policy

No refunds are offered if you must cancel.

Cancellation before January 29

In the case that a Solar Spring Break team or student from the Intercollegiate Solar Spring Break team must cancel, 100% of funds already received by GRID Alternatives during fundraising will be retained to support the Solar Spring Break Program. These funds cannot be applied towards a future trip.

Cancellation after January 29

To cover lost staff time for GRID offices, teams or Intercollegiate team students cancelling their trip after January 29 will be expected to provide a total of 50% of the Solar Spring Break program fee to GRID Alternatives.

Cancellation less than 21 days prior to trip start date

Any teams or Intercollegiate team students cancelling within three weeks of the trip start date will be expected to provide GRID Alternatives with the entire program fee. These funds cannot be applied to a future trip.

If GRID Alternatives must cancel

GRID Alternatives will make every effort to conduct the trip as scheduled; however, in the unlikely event that GRID must cancel, we will attempt to place participants on another trip. If that is not possible, you may receive a full refund. The Solar Spring Break Program cannot compensate participants for the cost of unusable airfare or any other expenses resulting from the cancellation. Your team leader and/or faculty advisor will contact you to explain how to claim your refund if GRID Alternatives must cancel your team's trip.

Delays en route

If delays occur en route, or missed or cancelled flights cause you to miss your rendezvous with the team, regional office staff will do everything possible to assist you in connecting with the team. However, GRID Alternatives cannot be responsible for any expenses incurred because of flight problems.

Thank you

Once again, we appreciate your dedication to GRID Alternatives' mission, and your interest in our Solar Spring Break Program. Thank you for complying with the Solar Spring Break Program's Payment Policies and Procedures Guidelines, and please let us know if we can be of any additional help by emailing solarspringbreak@gridalternatives.org.