



EVERY ORPHAN MATTERS

## CANCELLATION POLICY AND ETHICAL/MORAL STATEMENT

Due to federal and state rules that govern non-profit organizations, donations made to the organization's general fund, trip participants, or designated for specific events, activities or projects are non-refundable. Donations are the exclusive means of Unafaa International's discretion to pay for events such as mission trips. Mission trip costs realized by Unafaa International are to accomplish its non-profit purpose and to further its objectives to restore, prepare and empower orphans in Africa.

Any donations made on behalf of an individual participating on an Unafaa International sponsored mission trip will be tracked by Unafaa International and applied to mission trip costs unique to that team member and their share of common trip expenses.

In the event that a team member cancels their participation on a mission trip that individual will be responsible in full for all unique and common financial commitments that have been made for that mission trip as of the date of cancellation. Donations made to Unafaa International on the individual's behalf will be used to cover unique or shared costs for that individual incurred as of the date of cancellation.

- If costs incurred as of the cancellation date are in excess of donations made to Unafaa International on the individual's behalf the individual will be responsible to reimburse Unafaa International for the difference. These costs may include but are not limited to: airline tickets cost, lodging reservation costs, in-country transportation costs, etc.
- If costs incurred as of the cancellation date are less than donations made to Unafaa International on the individual's behalf the difference will be transferred to Unafaa International general fund or used to cover expenses of the mission trip.

Unafaa International retains the right, on all accepted donations, to direct all donations as it deems best to fulfill its recognized non-profit purpose.

**DECLARATION OF ETHICAL AND MORAL INTEGRITY**

As a team member for Unafaa International, I (print name) \_\_\_\_\_  
recognize, understand, and adhere to the Core Values of Unafaa International. I further  
declare that with regard to my personal moral and ethical character and conduct, I am not,  
engaged in inappropriate conduct, nor do I have inclinations toward such conduct.  
Inappropriate conduct includes but is not limited to the following: physical abuse, sexual  
abuse, offensive language, purchasing or consuming alcohol while under the age of 21 years  
old, or using drugs while serving with Unafaa International, as defined by Scripture, and  
state law. I also declare that I have noted in writing any/all past and current legal, moral,  
and ethical issues or allegations. I do declare that the above statements are factual and  
true. By affixing my signature, I declare that I meet the moral and ethical standards of  
Unafaa International.

**I acknowledge that I have read, understand and agree to the above stated Unafaa International  
Cancellation Policy and the Moral and Ethical Statement of Unafaa International:**

***PARTICIPANT:***

Printed Name of Participant: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Participant: \_\_\_\_\_

***If the participant is a minor (under the age of 18):***

Name of Parent or Guardian: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Parent or Guardian: \_\_\_\_\_

***NOTARY:***

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_ My commission expires \_\_\_\_\_.